**Housekeeper: (May – October)**

We are looking for a Housekeeper with experience able of attending to our facilities with integrity and attention to detail. The goal is to create a clean and orderly environment for our guests that will become a critical factor in maintaining and strengthening our reputation.

**Responsibilities:**
- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing.
- Ensure all rooms are cared for and inspected according to standards.
- Protect equipment and make sure there are no inadequacies.
- Notify superiors on any damages, deficits and disturbances.
- Deal with reasonable complaints/requests with professionalism and patience.
- Check stocking levels of all consumables and replace when appropriate.
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices.

**Breakfast Cook: (June – October)**

We are looking for someone who has experience in the kitchen. They will be responsible for the breakfast buffet and some cook to order breakfast requests. The successful candidate will play a key role in contributing to our customer satisfaction goals.

**Responsibilities:**
- Set up and stock stations with all necessary supplies.
- Prepare food for service (e.g. chopping, maintaining all inventory of buffet items, prepping dishes).
- Cook menu items in cooperation with the rest of the kitchen staff.
- Answer, report and follow executive or sous chef’s instructions.
- Clean up stations after shift, take care of product, and maintain/contribute to overall cleanliness of the kitchen.
- Stock inventory appropriately.
- Ensure that food comes out simultaneously, in high quality and in a timely fashion.

**Qualifications**

**Experience:** Previous experience in the field is preferred.

**Language Skills:** Excellent knowledge of the English language is mandatory as well as the ability to speak, read and write clearly. Must be able to listen to, read and/or write instructions, memos, short correspondences and messages.

**Note:**
This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

Please send resume or work history to info@midcoasthospitality.com  Web: NewagenSeasideInn.com