

Seasonal, Full-Time, Salaried

May 1 - October 15

Sunday -Thursday, 8am - 4pm, some flexibility, but Sundays and Mondays are a must.

\$30-32K

Paid time off

50% discount at the restaurant

Duties and Responsibilities

- Guest communication. The innkeeper is the main point of contact for our inn guests prior to, during and after their stay. Must be knowledgeable or be willing to learn about the area to be able to make recommendations for guests.
- Manage guest reservation system
- Answer the phone, take inn and restaurant reservations.
- Hire and train housekeeping staff
- Manage the schedule and time off requests for the housekeeping staff
- Organize housekeeping task sheets and systems
- Order/purchase cleaning supplies as needed.
- Must be willing to cover housekeeping shifts as necessary
- Keep the guest lounge stocked with breakfast items, juices and coffee daily.
- Arrange flowers for the dining room and common spaces, maintain arrangements and change water daily.
- Help restaurant staff with dining room setup/side work

Qualifications

- Must be detail oriented and quality and precision focused
- Excellent communication, time management and organizational skills
- Strong interpersonal and problem solving skills
- Accountable and reliable
- Ability to work cohesively as part of a team and treat everyone with respect

Please email Jenny with your resume and a short cover letter at jenny@thebrooklininn.com

We look forward to meeting you!

