

Are You A Night Owl?

The Glen House Resort is looking to expand its employee family with the addition of a new Night Clerk.

Position: Night Clerk, Resort Operations
Employment: Seasonal, Part-Time
Hours of Work: 11:00pm to 7:00am
Rate of Pay: To be determined

Position Summary

The Night Clerk, Resort Operations will be responsible for:

- Operating the Front Desk, specifically completing guest check-ins/outs, taking reservations, answering phone calls, etc.
- Running night audit on Five Star Hotel System
- Helping hotel guests and satisfying their needs
- Bartend in Smuggler's Lounge, often during busy in-season nights
- Cleaning the hotel's lobby and bar
- Additional tasks as required

Smart Serve certification and experience with Five Star Hotel Systems software are considered assets

Serious applicants are asked to submit a cover letter and resume via info@glenhouserestort.com

The Glen House Resort thanks you for your employment interest. Only those selected for an interview will be contacted.

