



CAMBRIDGE BEACHES
RESORT & SPA

THE LUXURY OF MOMENTS.

SEASONAL NIGHT AUDITOR/ EVENING DUTY MANAGER

Cambridge Beaches Resort & Spa seeks responsible and reliable individuals for a part time position evening position during the evening hours of 7:30pm – 11:30pm, seven days a week. This position will be responsible for all night audit functions and related financial tasks and will be the Management Representative during these hours. The successful candidates will demonstrate high levels of responsibility and reliability with excellent interpersonal skills, superb attention to detail, accuracy and honesty. They will demonstrate a strong ability to problem solve and work well independently. One position will cover the Monday – Friday shift and one will cover Saturday & Sunday. This will be a seasonal position running through October only. Note that public holidays are required to be covered (appropriate compensation / day in lieu will be given). This position may be the senior position on duty at certain times and applicants thus should be prepared to represent management in meeting, greeting and entertaining guests, visiting professionals, representatives of the media, etc. Applicants must be able to demonstrate the necessary levels of maturity to handle challenges both with guests and staff and the carriage and presence to represent Cambridge Beaches to the levels of excellence required. In addition, candidates should possess a sound understanding of accounting procedures and systems and be prepared to assist senior executives of the operation as required. This is a “can do” position who will seek to ensure the high standards of the resort are delivered at all times with guest satisfaction being of paramount importance. A minimum of two previous years Financial Experience is required. Advanced knowledge of Microsoft systems especially Excel is required. Knowledge of IDPMS/Hotel Concepts System as well as previous hotel experience would be beneficial and experience with hotel operating systems is important.

ASSISTANT SPA DIRECTOR

The successful applicant must have a minimum of five years' experience within the Spa environment, three of which on a supervisory level. You will be required to deputize for the Spa Director and work alongside the Director in the overall spa operation. Applicants must possess recognized Beauty Therapy qualifications (City & Guilds, NVQ3, CIDESCO etc. or equivalent) and be able to provide a wide range of treatments personally. Applicants must be able to demonstrate the needed skills to lead & provide training for the team. We are seeking a leader with energy and enthusiasm who is willing to bring those skills to our spa operation.

PREVENTATIVE MAINTENANCE WORKER

This position is responsible for taking part in ensuring all rooms at Cambridge Beaches are kept in first class condition by working a preventative maintenance program to keep all aspects of the room inventory in full working order. This would include undertaking electrical, plumbing, A/C, grouting, masonry and carpentry tasks, so experience in an all-round capacity would be beneficial.

This position also requires good record keeping skills as it is expected that logs be maintained for all rooms. The successful applicant will be a self-starter, capable of working without constant supervision and delivering the highest standards in every aspect of the job. They will be well motivated and have good interpersonal skills, being able to communicate effectively and courteously with guests and fellow employees. They will be highly productive, efficient, competent and trustworthy. They should have at least 5 years overall experience in one of the trades or a similar position and will have an excellent knowledge of all the trades. This position calls for lifting of heavy equipment and furniture at times so the applicant must be strong and of good health. Applicant must have passion for their profession as demonstrated by their warmth and caring attitude.

Due to the nature of the hospitality industry, split shifts, weekends and public holiday\work is often required.

All candidates must submit a current resume plus a minimum of two written letters of recommendation from previous employers to Human Resources, Cambridge Beaches, 30 Kings Point Road, Sandy's MA02 by mail; by fax 234-3352. No phone calls please

Also electronically via train@cambeach.bm or by visiting the resort with resume & references to complete an application form.

Deadline for receipt of applications: June 4, 2012