

**Edgehill Limited** requires a live-in couple to fill the positions of Housekeeper/Operations Manager and Handy-person/Gardener/Janitor for the Edgehill Manor Guest House and the Owner's Home.

### **Housekeeper/Operations Manager**

The Applicant must be highly motivated with a positive and friendly attitude, as Edgehill is a very busy Guest House. Duties will include preparation and serving of breakfast; general housekeeping (to a very high standard) of public areas and guest rooms; laundry; windows & patios; baking; handling guest telephone/email reservations and enquiries; assisting with guest arrivals and departures. The successful candidate will be computer literate, especially with Microsoft Word and Excel and have five years of experience in the hospitality industry. This position entails a 40 hour work week, including weekends and public holidays and will require occasional evenings and nights.

### **Handy-person/Gardener/Janitor**

The Applicant must be highly motivated with a pleasant personality. The duties will include, but are not limited to: general gardening; maintenance and cleaning of pools; minor plumbing; carpentry; electrical; janitorial (heavy cleaning); laundry; masonry; painting inside and outside. The successful candidate must have a driver's licence and five years of experience in the hospitality industry. This position also entails a 40 hour work week, including weekends and public holidays and will require occasional evenings and nights.

Only non-smokers need apply.

Please write with references to: **Lana Morris, 36 Rosemont Avenue, Pembroke HM06, Bermuda (441) 295-7124.** Closing 11 December 2015.