



## An Equal Opportunity Employer

### Join our team of professionals committed to delivering quality service in a great work environment

*For all of the following positions, candidates should understand that work schedules can include split shifts; weekends; public holidays and/or irregular schedules. Additionally, candidates must be willing to cross train and/or train other staff members when necessary and must always be willing to assist where necessary in order to ensure the quality delivery of service to our Guests.*

#### **Part Time Night Auditor/PM Front Desk Agent:**

The Night Auditor will be responsible for completing the hotel's daily audit processes according to the hotels' standard operating policies and procedures. Responsibilities include but are not limited to the following: completing and transmitting the daily managers' report that includes total revenue, cash, credit, receivables and room statistics; balancing the daily revenues from all departments; researching and fixing any discrepancies; ensuring all credit card transactions from the various departments balance and are transmitted daily; performing the close out procedures for the day and inputting all revenue into the daily managers' report and distributing all closing reports to appropriate departments. In the absence of a Front Desk Agent, the Night Auditor also covers the Front Desk, ensuring that hotel guests receive hospitable and responsive service at check-in/ out. The Night Auditor may also be called upon to assist with any guest emergencies that may arise.

#### **Spa Director:**

We are looking for an experienced spa professional to lead our Natura Spa. The Spa Director will be responsible for developing and maintaining excellent service standards, instructing, scheduling and supervising of all spa personnel as well as ensuring compliance with the highest service standards, create and implement all spa massage and esthetic service protocols, train staff, manage daily operations of the spa, create marketing plans, and conduct budgeting, financial analysis and forecasts. Answering directly to the General Manager, successful candidates will be team players with excellent communication and organization skills. Candidates must be certified and possess a minimum of 4 years' experience as a Spa Director or in a similar role.

#### **Management Trainee:**

The successful applicant will have the opportunity to participate in the day to day management of the hotel with experiences gained across all areas. Applicants must be detail oriented, able to multi-task and work well independently, as well as within a team. Excellent communication skills (written and spoken) as well as a professional appearance are required. Applicants must have excellent customer service skills, be computer literate and have a working knowledge of MS Office. A completed degree in Hospitality Management or Business along with at least 3 years of work experience is required.

#### **Demi Chef de Partie:**

Qualified candidates will have a passion for food and a la carte restaurant production. Successful candidates will have at least two years of proven work experience in high volume, a la carte restaurants and in all line positions.

#### **Pastry Demi Chef de Partie:**

Qualified candidates will have a passion for food and a la carte restaurant production. Applicants must have a minimum of two years of proven work experience in pastry/baking, cakes, breads, chocolates & sugar work in a high volume pastry division.

The hotel/hospitality industry is demanding of time and commitment, thus candidates applying for the above positions must be prepared to honor this commitment to serve Bermuda's finest visitors.

Applicants may apply either by email or in person by submitting their resume, copies of any relevant certifications and references. Please note, only applicants that are short listed will be contacted. All candidates will undergo a thorough background check including criminal; credit and employment.

**Grotto Bay Beach Resort, 11 Blue Hole Hill, Hamilton Parish, CR04**  
**Phone: 293-8333 Email: [execasst@grottobay.com](mailto:execasst@grottobay.com)**

**Closing Date: June 17, 2016**