



(907) 586-4146

fax (907) 586-4242

[www.silverbowinn.com](http://www.silverbowinn.com)

**inn • bakery • restaurant • catering • cinema**

## **POSITION:**

Guest Service Manager (Summer Only)

## **PURPOSE OF POSITION:**

Under direction from owner and limited direction from kitchen supervisor and general manager, performs all administrative tasks required to make a guest's stay enjoyable.

## **DUTIES/RESPONSIBILITIES:**

Responsible for overseeing and managing all housekeepers.

Responsible for arriving to work at 6:00am everyday to assure that breakfast is set for all inn guests in a timely and quality manner and that inn lobby is cleaned and restocked everyday.

Must be knowledgeable of all inn systems including: reservations and assisting guests.

May be required to perform certain tasks outside of job description.

## **KNOWLEDGE AND REQUIREMENTS:**

Ideal applicant has excellent organizational skills and customer service skills.

Must be proficient in the position of office assistant.

Must have Alaska food workers card.

Must be able to function under limited supervision.

Able to communicate verbally, and understand and follow written and verbal instructions.

## **WORKING CONDITIONS:**

Silverbow, 120 2<sup>nd</sup> Street

## **ASSIGNMENT/APPROVAL OF WORK:**

Receives direction and approval from general manager and owner.

## **RESPONSIBILITY/ACCOUNTABILITY:**

Directly impacts the day-to-day operation of the Silverbow Bakery, Inn, and Catering.

Will be looked to as a role model; all actions will be accounted for.