

## **Human Resources**

5900 Lower Honoapiilani Road, Napili, Maui, Hawaii 96761

### Application Hours:

Tuesday 2 pm – 4 pm

Thursday & Friday 9 am – 11 am

## **Job Posting – February 16, 2018**

### **SEA HOUSE RESTAURANT**

#### **RESTAURANT SUPERVISOR-FT**

Preference for a minimum of two years F&B supervisory experience in a full service restaurant

Primarily PM shifts, must be able to work flexible shifts

Strong guest service commitment in addition to being organized, results oriented and able to work well in a fast paced environment

Must be able to lift, carry and transport up to 50 lbs.

Be visibly present on the restaurant floor during service, check on guests and team members to ensure an exceptional dining experience

#### **AM BUSHHELP-FT & PM BUSHHELP-PT**

Current one-year experience in high volume, fast paced, full service restaurant

Must be able to lift & carry a tray

Pleasant disposition & great communication skills

Must be able to stand for extended periods of time & able to lift & carry up to 50 lbs.

Must be able to work weekends & flexible shifts

### **MAKAI HALE**

#### **RECREATION ATTENDANT - CASUAL**

Pleasant disposition & good communication skills. Experienced in conflict resolution

Must be able to lift, carry & transport up to 50 lbs.

Must be available to work weekends and flexible shifts

CPR / First Aid / AED certification a plus

### **FRONT OFFICE**

#### **FRONT OFFICE AGENT-CASUAL**

Pleasant disposition.

Strong oral & written communication skills.

Must be able to work weekends & all shifts (AM/PM/OVERNIGHT)

Able to stand for long periods of time

Must be capable of walking all areas of the property & be able to drive a utility cart

Must be able to lift, carry and transport up to 50 lbs., push/pull 75 lbs.

CPR/First Aid/AED certification a plus

## **Job Posting – February 16, 2018 ~ Continued**

### **FRONT OFFICE**

#### **SECURITY OFFICER-CASUAL**

Pleasant disposition. Experienced in conflict resolution.

Strong oral & written communication skills.

Must be able to work weekends & all shifts (AM/PM/OVERNIGHT)

Able to stand for long periods of time

Must be capable of walking all areas of the property & be able to drive a utility cart

Must be able to lift, carry and transport up to 50 lbs., push/pull 75 lbs.

CPR/First Aid/AED certification a plus

Security Guard Card required

### **RESERVATIONS**

#### **RESERVATIONS AGENT-CASUAL**

Preference for a minimum of two years front desk/room reservations experience

Excellent clerical and computer skills; including Microsoft Word, Excel and Outlook

Proficient with 10 key adding machine

Must be highly organized, attention to detail and able to multi-task

Strong oral communication and interpersonal skills required

Must be able to read, write and communicate effectively in English

Excellent sales skills

Able to sit for prolonged periods of time

Must be able to work weekends and flexible shifts

### **HOUSEKEEPING**

#### **HOUSEKEEPING INSPECTOR/INSPECTRESS-FT**

Pleasant disposition, excellent communication and interpersonal relationship skills required

Must have a minimum of two years housekeeping experience

Must be able to work fast with attention to detail and be a team player

Ability to multi-task and have excellent organizational skills

Must be able to carry 50 lbs., push/pull 75 lbs. and stand for a minimum of 8 hours

Must be capable of walking all portions of the property and be able to drive a utility cart

Must be able to work weekends and all shifts (AM/PM)