

## **2017-SEASONAL POSITIONS for Colonial Resort & Spa**

### **2017-SEASONAL POSITIONS for Colonial Resort & Spa**

Start/End Dates are generally April 15 to October 28 (exact dates to be determined). There are both **full and part-time opportunities for all positions** unless otherwise stated. We do require people that can work the entire season, not just the summer months. If you are an energetic team player and enjoy working with people, then we would like to hear from you! We are also interested in people who may wish to return to their positions for more than one season.

#### **OFFICE/ADMINISTRATION**

FRONT DESK CLERK (Bilingual preferred--English/French; Part-Time, 20-35 hours per week; Full-Time, 40 hours per week):

Duties include handling cash, processing credit/debit cards, preparing daily deposits, handling guest inquiries, check-in and out, gift shop sales/service, using Five Star Property Management System & POS, spa appointments, advising guests on 1000 Islands information, reserving getaway packages, computer work, preparing daily housekeeping report, reporting maintenance tasks as needed, basic accounting using Simply Accounting and general office procedures; and other duties as assigned. Shifts are generally 7 am-3 pm and 3 pm-11 pm. Must be able to work weekdays, evenings and weekends. Must be mature, organized, friendly, able to work both alone and as a team member, and able to handle emergencies. A neat appearance and uniform are required. Experience using Five Star Hotel Systems, word processing, internet and email would be an asset. Standard First Aid Certificate is necessary. Starting Wage: \$11.40-12/hour depending upon qualifications.

#### **HOUSEKEEPING**

##### **HOUSEKEEPING**

Room cleaning, some laundry, supply inventory, cleaning public areas of the hotel and other cleaning duties as assigned. Experience an asset. WHMIS and Standard First Aid or CPR recommended. Uniform required. Wage: \$11.40-11.75 per hour depending on experience.

##### **LAUNDRY**

Duties include daily cleaning and sorting of laundry for a 50+ room hotel with pools, diningroom and spa. Other cleaning duties as assigned, may include cleaning public areas of the hotel. Standard First Aid or CPR recommended. Wage: \$11.40-11.75 per hour depending on experience.

## 2017-SEASONAL POSITIONS for Colonial Resort & Spa

### KITCHEN

#### KITCHEN MANAGER/HEAD COOK

Full time position for approximately 6.5 months. Responsible for kitchen scheduling, food ordering, menu planning for full service menu for groups (mainly breakfasts and dinners; occasional lunches and buffets). We do not offer an a la carte menu. Responsible for inventory control, food portion, quality control, and overseeing the restaurant equipment and supplies. Must supply own uniform. Experience is necessary. Standard First Aid and Safe Food Handler certificate is recommended. Permanent seasonal position--prefer a mature adult who wishes to return each year. Wage: Depends on qualifications.

#### COOK

Full service menu for groups (mainly breakfasts and dinners; occasional lunches and buffets). We do not offer an a la carte menu. Must supply own uniform. Experience preferred. Standard First Aid and Food Handler Certificates are recommended. Wage: \$12-13 depending on experience and performance.

#### DISHWASHER

Duties include washing dishes, cleaning kitchen and bar areas, putting away food orders, helping with food preparation and plating dishes in kitchen; other duties as assigned. Shift work but generally mornings and evenings. Wage: \$11.40 per hour.

### DININGROOM

#### DINING ROOM SUPERVISOR and ASSISTANT SUPERVISOR (Bilingual preferred--English/French):

Duties to include supervising and scheduling of dining room and bar staff, food and alcohol service during meals, use of Five Star POS, cash handling, credit card processing, and preparing deposits. Training of diningroom staff, liquor and supplies inventory and ordering, co-ordinating catering arrangements and set-ups with sales and kitchen staff. Responsible for maintaining restaurant, bars and meeting room areas. This is also a hands-on position therefore serving, cleaning, and setting up are also required. Experience in the food service industry and supervisory skills a must. This position requires someone with a professional appearance who enjoys working with the public. A uniform is required. Standard First Aid and Smartserve Certificates are necessary. Food Handler Certificate is strongly recommended. Wage: \$12-13 per hour plus gratuities.

#### DINING ROOM SERVERS (Bilingual preferred--English/French):

Duties include greeting and seating guests, serving of food and beverage, set-up and cleaning of diningroom, bars and appropriate kitchen areas. Responsible for all guest cheques assigned and maintaining a cash float; and other duties as assigned. Diningroom service consists of banquet style dining for groups and continental breakfast buffet for overnight guests. Must be of legal age to serve liquor. Experience is not necessary as training will be provided. CPR or Standard First Aid Certificate as well as Safe Food Handling certification are recommended; Smartserve Certificate is necessary. Uniform required. Wage: \$11.40 per hour plus gratuities.

## **2017-SEASONAL POSITIONS for Colonial Resort & Spa**

### **BARTENDER/SERVER (Bilingual preferred--English/French):**

Duties include opening and closing bar, serving food and beverages, set-up and cleaning of diningroom, bars, and meeting rooms, maintaining a cash float and operating Five Star POS, weekly liquor inventory, assisting front desk when needed; and other tasks as assigned. Must be of legal age to serve liquor and must have knowledge of mixology. CPR or Standard First Aid Certificate is recommended; Smartserve Certificate is necessary. Uniform required. Wage: \$11.40 per hour plus gratuities.

### **MAINTENANCE**

#### **GENERAL MAINTENANCE WORKER**

Person required to perform general maintenance at the resort, yard work/grass cutting between March and November. Must have a valid driver's license, own transportation and tools. Must be able to take instruction and work on own with little supervision. Carpentry and plumbing skills are necessary for this position. Must be able to work weekdays and/or weekends. Wage rate depends on experience and skills.

### **SENSATIONS SPA**

#### **AESTHETICIAN**

Part-time position available at the Colonial Resort & Spa. We require a certified aesthetician to offer the following services: manicures, pedicures and facials. You must supply your own products. We require someone to be on call for appointments, usually evenings and weekends for our hotel guests. We supply the spa room, linens and some equipment. Remuneration is on a percentage basis and this can be discussed in detail in an interview.

#### **MASSAGE THERAPIST**

Part-time position available at the Colonial Resort & Spa. We require a certified massage therapist (does not have to be registered) for half hour and one hour relaxation massages. You must supply your own products. We require someone to be on call for appointments, usually evenings and weekends for our hotel guests. We supply the spa room, linens and some equipment. Remuneration is on a percentage basis and this can be discussed in detail in an interview.

## 2017-SEASONAL POSITIONS for Colonial Resort & Spa

### MISCELLANEOUS POSITIONS

#### ACTIVITY STAFF

Energetic, outgoing person required to co-ordinate resort activities for groups/guests. Activities may include shuffleboard, euchre, bocce ball, croquet, tennis, aqua fitness, crafts, trivia and various other fun games! Standard first aid certificate is recommended. This position is best combined with that of a diningroom server/bartender. Wage rate is \$11.40 per hour.

#### NIGHT PORTER

For details, see below under staff information.

### STAFF INFORMATION

- All full-time employees receive a free membership to the Colonial Resort's Health Club featuring indoor and outdoor pools, sauna, steam room, whirlpool spa, casual tennis court, shuffleboard courts, and horseshoes.
- Staff uniform is required.
- Shared accommodation may be available either on-site for a weekly rate.
- NIGHT PORTER opportunity-responsible for check-ins, responding to guest's calls or issues between 11 pm to 7 am when front desk is closed. If you choose to do this position, you have FREE ACCOMMODATION and MEALS for the 6-7 months.

### HOW TO APPLY

**Submit resume with 2 work references.**

#### By mail to:

Jean Cutcliffe  
Colonial Resort & Spa  
780 King Street West  
Gananoque, Ontario Canada  
K7G 2H5



By email to: [jobs@1000islandtours.com](mailto:jobs@1000islandtours.com)

By fax to: 613-382-8390

In Person: Address is above (winter office is the building with the white pillars). Monday to Friday between 10 am to 4 pm.

**Note: Only one resume per person. Please state in a cover letter the position(s) for which you wish to be considered.**