

GUEST SERVICES ASSISTANT

BBEDC / Beaver Creek Bed & Breakfast Seasonal Employment

QUALIFICATIONS:

- **BBEDC CDQ community resident**
- **Must be 18 or older**
- **High School Diploma or GED Equivalent**
- **Must have a valid Alaska Drivers License**
- **Capable of working independently or part of a team**
- **Knowledge of housekeeping, laundry and janitorial practices is helpful**
- **Good interpersonal skills and professional demeanor**
- **Able to lift 50 lbs. minimum**

DUTIES:

- **General housekeeping to include: making beds, replacing towels, vacuuming, cleaning/disinfecting bathrooms, restocking toiletries, dusting, and other cleaning as necessary for quality guest service**
- **Review daily occupancy levels for guest check-in and check-outs**
- **Assist with airport pick-ups of clients**
- **Assist with client check-ins and departures**
- **Other duties as assigned**

COMPENSATION:

- **\$22.00 per hour**
- **40 hours per week**
- **May - September 2022**
- **Up to 16 weeks of employment**

BBEDC will be accepting applications until the position is filled.

For more information, contact BBEDC at 1-907-842-4370

