



7036 Grand Geneva Way, Laka Geneva, WI 53147 e-mail: employment@grandgeneva.com website: www.grandgeneva.com

Positions require 2 VERIFIABLE REFERENCES, stable work history, positive attitude, and the ability to work WEEKENDS & HOLIDAYS.

All individuals must be able to successfully pass a background check, a pre-employment drug screening and provide documentation showing they are legally authorized to work in the US.

All applicants must be at least 16 years of age & should apply in person at Human Resources.

Updated: June 25, 2010

1 of 2 pages

Job Title	Shift	Shift	Job Summary/ Qualifications
  			
GENEVA RESTAURANTS			
Brissago Server	1	Full Time Varies	Candidate will have outgoing personality, demonstrate professional demeanor, and have the ability to work well in a high stress environment. Ideal candidate will have passion for Italian cuisine with fine dining and experience and extensive wine knowledge. Must be able to stand for long periods of time and be able to lift 45lbs.
Brissago Server Assistant	1	Full Time Varies	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of professionalism and enthusiasm toward guest satisfaction. Must be able to multi-task, stay organized, detailed and focused and show a high level of initiative.
ChopHouse Manager	1	Full Time Varies	Ideal candidate will have previous management experience, strong customer service skills, flexible schedule to work days, nights, weekends and holidays. Experience in managing associates, payroll, product ordering is necessary. Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of professionalism and enthusiasm toward guest satisfaction. Strong computer skills with Excel, Word, and Outlook.
ChopHouse Server	1	Full Time Varies	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of professionalism and enthusiasm toward guest satisfaction. Must have previous serving experience in a fine dining restaurant, have extensive wine knowledge, be able to multi-task, stay organized, detailed and focused and show a high level of initiative. Will train right candidate. Must be at least 18.
Grand Café Supervisor	1	Full Time Varies	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of professionalism and enthusiasm toward guest satisfaction. Must have previous serving experience, be able to multi-task, stay organized, detailed and focused and show a high level of initiative. Will train right candidate. Must be at least 18. Previous Restaurant Manager/Supervisor experience preferred.
Pool/Restaurant Outlet Supervisor	1	Full Time Varies	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of professionalism and enthusiasm toward guest satisfaction. Must have previous serving experience, be able to multi-task, stay organized, detailed and focused and show a high level of initiative. Will train right candidate. Must be at least 18. Previous Restaurant Manager/Supervisor experience preferred.
Grand Café Server	3	Full Time Varies	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of professionalism and enthusiasm toward guest satisfaction. Must have previous serving experience, be able to multi-task, stay organized, detailed and focused and show a high level of initiative. Will train right candidate. Must be at least 18.
Grand Café Server Assistant		Part Time 2 Varies	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of professionalism and enthusiasm toward guest satisfaction. Must be able to multi-task, stay organized, detailed and focused and show a high level of initiative.
Room Service Expeditor	1	Full Time Varies	Candidate will have working knowledge of front and back of house operations in a fast paced restaurant/resort environment. Must be organized and show good leadership skills and work well with others. Previous experience a plus, but will train right candidate.
GENEVA BANQUETS			
Coffee Break Server	1	Full Time Varies	Candidate will maintain the highest levels of service to all guests. Must maintain coffee break buffet appearance and service standards. Must be able to stand for long periods of time, must be able to lift up to 40 lbs, and push, pull heavy objects. Must be organized and work well with others in a fast paced environment.
Banquet Bartenders		Seasonal Part Time 2 Varies	Prior hospitality experience pref, knowledge of spirits, wine, and drink recipes. Good cash handling skills. Great customer service skills: friendly, outgoing, flexible schedule, prior micros experience helpful. Wisconsin / Lyons Township bartender license will be required upon hire. Must be at least 18.
Banquet Extra		5 On-Call	A Banquet Extra will service all food and beverage items during events. They must be friendly, courteous, helpful, and have a positive attitude when dealing with guests and fellow associates. They must be able to be on feet for long periods of time, must be able to lift 40 lbs and work in a fast paced environment. Weekends, evenings, and holidays are a must.
Banquet Captain	1	Full Time Varies	Candidate must possess customer service skills, be a team leader, must be able to lift and carry up to 40 lbs. Must be able to stand on feet for long periods of time and must be able to work in a fast paced environment. Supervisory skills a plus.
GRAND GENEVA RESERVATIONS			
Group Coordinator	1	Full Time Varies	Friendly team player that is detail oriented, possesses strong communication skills. The candidate should be organized and able to work at a fast pace independently. Must be able to respond to guest calls and provide the highest level of guest service.
Reservation Agent		Part Time 2 Varies	Candidate must have excellent written and verbal skills, the ability to work quickly and efficiently in a fast paced environment, and be knowledgeable of Microsoft Excel and Outlook. The ideal candidate will be able to handle a repetitious environment and have the ability to memorize information quickly. Customer service and hospitality industry experience is a plus.
GRAND GENEVA SALES OFFICE			
Sales Manager	1	Full Time	Ideal professional will be capable of skillfully merchandising guest rooms and function space to maximize revenue potential while ensuring clients have the best possible meeting experience. Candidate must possess extensive hotels sales experience. Past experience successfully selling to a variety of market segments would be acceptable but strong corporate group experience is ideal. Delphi knowledge preferred.
GRAND GENEVA FRONT OFFICE			
Embrace Manager	1	Full Time Varies	This unique role will be tasked with creating and directing the sense of welcome and care one would associate with a resort of the Grand Geneva's caliber and reputation. The position will ensure resort guest's needs and expectations are met often before they are even expressed. Previous management/supervisory experience with a luxury hotel or resort. Strong organizational skills, time management, and detail oriented.
Asst. Guest Services Manager	1	Full Time Varies	Friendly team player that is detail oriented, possesses strong communication skills. The candidate should be organized and able to work at a fast pace independently. Must be able to respond to guest calls and provide the highest level of guest service. Hospitality Degree preferred, plus 1-2 years previous experience in related field.
Guest Services Supervisor	1	Full Time Varies	The ideal candidate will possess excellent communication and customer service skills, have the ability to work in a team in a fast paced environment, and be able to multi-task and make quick decisions. Prior front office experience is a must. Candidate must be comfortable with direct guest interaction, working with a computer, and have at least moderate typing skills while standing for at least 8 hours.
Guest Service Agent	1	Full Time Varies	The ideal candidate will possess excellent communication and customer service skills, have the ability to work in a team in a fast paced environment and be able to multi-task and make quick decisions. Must be comfortable with direct guest interaction, working with a computer, and have at least moderate typing skills. Prior front office experience preferred but not required. Must be able to stand for at least 8 hours.

Job Title	Shift	Shift	Job Summary/ Qualifications
Trolley Driver		Part Time Varies	The ideal candidate will possess excellent communication and customer service skills, have the ability to work in a team in a fast paced environment, and will be able to multi-task and make quick decisions. Candidate must be able to sit for 8 hours. A CDL license is required as well as a valid drivers license.
Impressionist	1	Full Time Varies	The ideal candidate will possess excellent communication and customer service skills, have the ability to work in a team in a fast paced environment, and will be able to multi-task and make quick decisions. Candidate must be able to lift and push heavy luggage and stand for 8 hours. A valid drivers license is required.
GRAND GENEVA HOUSEKEEPING			
House Person	1	Full Time Varies	Friendly team player to maintain the cleanliness of guest floors and facilities and assist room attendants and respond to guest calls. Must be able to lift and pull up to 100 lbs. Is responsible for stocking linen closets, empty garbages as needed.
Room Attendant	14	Full Time Varies	Friendly team player, able to clean an average of 16 guestrooms in 8 hours. Change linens, vacuum, empty trash and scrub floors. May include basic janitorial work; sweeping, mopping, dusting and vacuuming of lobbies, restrooms, back of the house. Must be able to lift up to 50lbs frequently. No allergies to chemicals or dust.
GRAND GENEVA CULINARY			
Sous Chef	1	Full Time Varies	Train, supervise and actively support hot/cold food production ensuring high operational standards of quality and care are maintained. Supervise and manage culinary students and interns as assigned. Minimum of two years experience in a supervisory and management position in a similar size operation. 2-3 years as a chef de partie, and lead cook prior to management required.
Cook	3	Full Time Varies	Must be familiar with power slicers, ovens, baking and steaming. Must possess good knife skills and be well organized. A self-starter that is self motivated, able to follow directions and work with minimal supervision. Culinary degree pref, min of 1-2 yrs. prev experience. Attn to detail & passion for the field. Able to lift & bend repeatedly, kneel and stand for extended periods of time.
Culinary Intern	1	Full Time Varies	Must be familiar with power slicers, ovens, baking and steaming. Must possess good knife skills and be well organized. A self-starter that is self motivated, able to follow directions and work with minimal supervision. Must be actively pursuing for Culinary degree. Attn to detail & passion for the field. Able to lift & bend repeatedly, kneel and stand for extended periods of time.
GRAND GENEVA STEWARDING			
Night Cleaner	1	Full Time Varies	Ideal candidate must be physically fit as the position requires a lot of heavy lifting as well as pushing and pulling up to 100lbs many times during an 8 hour shift, Candidate must have the desire to be a part of the success of the Food and Beverage operation. A valid driver license is preferred.
Banquet Porter	1	Full Time Varies	Ideal candidate must be physically fit as the position requires a lot of heavy lifting as well as pushing and pulling up to 100lbs many times during an 8 hour shift, Candidate must have the desire to be a part of the success of the Food and Beverage operation. A valid driver license is required for position. This position will include inside and outside work.
GRAND GENEVA ENGINEERING			
Chief Engineer	1	Full Time Varies	Oversee the Engineering department. Ensure that all building and equipment remains in good repair with a minimum of down time by overseeing and assisting with day-to-day maintenance and preventative maintenance of the resort. Continually work towards and supports the improvement of Engineering services to both guests and associates while sharing day to day knowledge and skills. Must be able to read and interpret documents to include: Blueprints/Schematics, Procedural manuals, Budgets/Financial Statements, OSHA standards such as LockOut/TagOut, MSDS, etc.
GRAND GENEVA LOSS PREVENTION			
Security Officer	1	Full Time Varies	Must be willing to make quick decisions. Must have great customer service skills, great decision making skills. Previous security/law enforcement experience is preferred. Must be able to work weekends and holidays and sometimes work longer than 8 hour shifts as needed.
GRAND GENEVA RETAIL			
Retail Clerk	2	Full Time Varies	Must have great customer service skills, great decision making skills. Candidate must be energetic, willing to learn, enthusiastic and have high customer service skill. Must be able to work weekends and holidays.
WELL SPA			
Massage Therapist		6 Part Time Varies	Individual must possess the skills required to perform various types of massages based on Spa Menu. Candidate will have a positive attitude and excellent customer service skills. Must have the ability to work well under pressure in a fast paced environment. Must possess the National Certification and be willing to get a Wisconsin License. Prior massage experience is a must. Weekends, Holidays, and evenings are a must.
Cosmetologist		4 Part Time	Individual must possess the skills required to perform various types of services based on Spa Menu. Candidate will have a positive attitude and excellent customer service skills. Must have the ability to work well under pressure in a fast paced environment. Must possess the be willing to get a Wisconsin License. Prior experience is a must. Weekends, Holidays, and evenings are a must.
  			
Hungry Moose Server		2 Part Time Varies	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of professionalism and enthusiasm toward guest satisfaction. Must have previous serving experience, be able to multi-task, stay organized, detailed and focused and show a high level of initiative. Will train right candidate. Must be at least 18.
Hungry Moose Cashier		1 Part Time Varies	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of professionalism and enthusiasm toward guest satisfaction. Must have previous serving experience, be able to multi-task, stay organized, detailed and focused and show a high level of initiative. Will train right candidate. Must be at least 18.
Cook	5	Full Time Varies	Must be familiar with power slicers, ovens, baking and steaming. Must possess good knife skills and be well organized. A self-starter that is self motivated, able to follow directions and work with minimal supervision. Culinary degree pref, min of 1-2 yrs. prev experience. Attn to detail & passion for the field. Able to lift & bend repeatedly, kneel and stand for extended periods of time.
Night Auditor		1 Part Time Varies	The ideal candidate will possess excellent communication and customer service skills, have the ability to work in a team in a fast paced environment, and will be able to multi-task and make quick decisions. Candidate will have a high level of self confidence and possess strong interpersonal skills. Prior front office in a hospitality setting is preferred but not required, however, candidate must be comfortable working with a computer and have at least moderate typing skills. Candidate must be able to stand for 8 hours.
Front Desk		1 Part Time Varies	Candidate must be able to work independently, have good judgement, problem solving and decision-making skills. Good oral and written communication towards guests, supervisors, peers, and/or subordinates. Organization and time management skills as well as service oriented. Ability to use computer, telephone, and electronic equipment effectively.
Front Desk/Night Audit		1 Part Time Varies	Candidate must be able to work independently, have good judgement, problem solving and decision-making skills. Good oral and written communication towards guests, supervisors, peers, and/or subordinates. Organization and time management skills as well as service oriented. Ability to use computer, telephone, and electronic equipment effectively.
Front Desk/Trader Jacks Cashier		1 Part Time Varies	Candidate must be able to work independently, have good judgement, problem solving and decision-making skills. Good oral and written communication towards guests, supervisors, peers, and/or subordinates. Organization and time management skills as well as service oriented. Ability to use computer, telephone, and electronic equipment effectively.