



7036 Grand Geneva Way, Lake 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: May 4, 2012

Job Title	Shift	Job Summary/ Qualifications
<b>GRAND GENEVA RESTAURANTS</b>		
ChopHouse Manager	1 Full Time	Previous F&B management or supervisory experience required; destination restaurant experience highly desired; thorough wine knowledge; excellent communication skills both written and verbal; ability to interact with people at all levels of the org in a professional manner; Bachelors Degree or equivalent experience highly desired. Strong admin skills a must. Right candidate will have proven leadership skills and a creative mind and eye for looking at new ways to increase both guest experience and revenue.
Grand Café Server ChopHouse Server	4 Full Time 1 Part Time	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.
Brissago Host/Hostess	1 Full Time	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. Will train right candidate.
Grand Café Server Asst	2 Full Time	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. Will train right candidate.
Grand Café Expeditor	2 Full Time	Ideal candidate will have working knowledge of both front and back of house operations in a fast-paced restaurant environment. Must be organized, show good leadership skills and work well with others. Previous experience is a plus, but will train right candidate.
Cocktail Server	3 Full Time 3 Part Time	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of professionalism and enthusiasm toward guest satisfaction. Candidate must also take direction well and get along well with others. Must have previous experience in an up-scale lounge atmosphere and working knowledge of wine and spirits. Will train right candidate. Must be at least 18.
Pool Bar Bartender	1 Full Time	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of enthusiasm toward guest satisfaction. Must have working knowledge of wine and spirits. Will train right candidate. Must be at least 18 yrs old.
<b>GRAND GENEVA BANQUETS</b>		
Banquet Setup	7 Full Time	Candidate must have an outgoing personality, be on feet for long periods of time, possess good interpersonal skills, and work in a high profile and fast-paced environment. Must be able to lift up to 40 lbs.
Banquet Bartender	1 Full Time	Ideal candidate works well in a fast paced resort/restaurant environment, shows high level of enthusiasm toward guest satisfaction. Must have working knowledge of wine and spirits. Will train right candidate. Must be at least 18 yrs old.
Banquet Server	13 Varies	Candidate must have an outgoing personality, be on feet for long periods of time, possess good interpersonal skills, and work in a high profile and fast-paced environment. Previous serving experience preferred. Must be able to lift up to 40 lbs.
<b>GRAND GENEVA GROUNDS</b>		
Asst Grounds Superintendent	1 Full Time	Turf maintenance related background required; degree preferred; able to obtain WI pesticide certification within first year of employment; previous management/supervisory experience of a crew of associates; valid drivers license required; will be responsible for daily management of golf course.
Grounds Crew	10 Seasonal	Must be able to work weekends; in all weather conditions; and able to lift 50 pounds.
<b>GRAND GENEVA HOUSEKEEPING</b>		
Housekeeping Manager	1 Full Time	Candidate should have 2 years management/supervisory experience in a luxury hotel environment; SMS experience highly desired; must be organized and strong administrative skills; keen attention to detail is necessary; ability to problem solve; bilingual in English/Spanish preferred; hospitality degree preferred.
Room Attendant	3 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.
<b>GRAND GENEVA SECURITY</b>		
Security Supervisor	1 Full Time	Ideal candidate will have previous experience in security or law enforcement role; knowledge of local laws and ordinances and have strong customer service skills. Ability to maintain strict confidentiality and have strong communication skills; prev supervisory experience preferred. Must be decisive and capable of making decisions quickly; available to work a variety of shifts.
<b>GRAND GENEVA STEWARDING</b>		
Stewarding Supervisor	1 Full Time 1 Varies	Position requires a lot of heavy lifting as well as pushing and pulling up to 100lbs many times during an 8 hour shift, and have the desire to be a part of the success of the Food and Beverage operation. A valid driver license and supervisory experience is preferred. Bilingual preferred.
Banquet Porter	1 Full Time	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.
<b>GRAND GENEVA FRONT OFFICE</b>		

Job Title	Shift	Job Summary/ Qualifications
eMbrace Coordinator	1 Full Time	The ideal candidate will possess excellent communication and customer service skills, ability to work in a fast paced environment, multi-task, and make quick decisions. Have a high level of self confidence and possess strong interpersonal skills. Administrative and analytical skills required and ability to identify trends. Strong computer skills a must. HOTSOS and Libra experience pref.
Guest Service Agent	2 Full Time	The ideal candidate will possess excellent communication and customer service skills, ability to work in a team in a fast paced environment, multi-task and make quick decisions. High level of self confidence and possess strong interpersonal skills. Prior front office in a hospitality setting is preferred but not required; candidate must be comfortable working with a computer, have at least moderate typing skills, and able to stand for 8 hours.
PBX Operator	2 Full Time	The ideal candidate will possess excellent communication and customer service skills, ability to work in a fast paced environment and multi-task. High level of self confidence and possess strong interpersonal skills. Candidate must be comfortable working with a computer and phone, have at least moderate typing skills, and able to sit for 8 hours.
<b>GRAND GENEVA ACCOUNTING</b>		
Accounting Clerk	1 Full Time	Candidate must have excellent math skills, HS Diploma or above, data entry orientated, detail orientated, good verbal and written communication skills; beginner to intermediate Microsoft Office user; ability to multi-task.
<b>GRAND GENEVA SALES</b>		
Corporate Sales Manager	2 Full Time	Must have 2-4 years corporate sales mgt experience - in the Chicago and Milwaukee markets highly desired; Delphi experience, strong communication skills - written and verbal; strong negotiation skills and the ability to close the deal; professional demeanor; highly organized with a keen eye for details; Bachelors degree preferred.
<b>GRAND GENEVA CULINARY</b>		
Hourly Sous Chef	1 Full Time	Must be familiar with power slicers, ovens, baking and steaming. Must possess good knife skills and be 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. Bilingual pref.
Cook Butcher	6 Full Time 1 Part Time	Must be familiar with power slicers, ovens, baking and steaming. Must possess good knife skills and be 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.
<b>WELL SPA</b>		
Administrative Assistant	1 Full Time	Candidate must have previous administrative assistant experience; strong Microsoft Office skills required; able to maintain strict confidentiality, strong organizational skill required; acute attention to detail and follow through; excellent communication skills both written and verbal.
Front Desk Agent	1 Part Time	Ideal candidate will be able to multitask, must have cash handling, customer service, and front desk experience. Must be able to meet the flexible schedule demands; weekends are a must.
Cosmetologist	2 Part Time	Knowledge of principles and processes of providing customer and personal services of primarily hair. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Must hold state cosmetology license
Guest Experiences	1 Part Time	The ideal candidate must have high energy and a positive attitude, outstanding guest service skills and be very people oriented, work well independently and is self-motivated. Must have fun while at work. Prev experience in recreation and hospitality is highly desired but willing to train.
Massage Therapist	10 Part Time	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 possess the National Certification and be willing to get a Wisconsin License. Prior massage experience is a must. Must have taken NCTMB or MBLEX.
 <b>TIMBER RIDGE</b> LODGE & WATERPARK AT GRAND GENEVA		
Hungry Moose Cashier	1 Part Time	Must have good customer service skills, ability to handle all forms of payment options efficiently; prior cash handling experience preferred
Head Lifeguard	1 Full Time	Must have good customer service skills and enjoy working with children and water. Supervisory experience preferred. Weekend and holiday availability a must.
Lifeguard	14 Part Time	Must have good customer service skills and enjoy working with children and water. Weekend and holiday availability a must.
Arcade Attd	3 Part Time	Must have good customer service skills and enjoy working with children. Weekend and holiday availability a must.
Cook	3 Full Time	Kitchen experience required; good working knowledge of all kitchen equipment including ovens, fryers, char grills, slicers a must. Candidate will work independently and as a member of a team.
Steward	1 Full Time	Experience preferred but not required; must be able to work with little supervision; willing to work in tight spaces under extreme conditions with a variety of industrial cleaning chemicals.
Houseperson	2 Full Time	Able to work as a great team member, heavy lifting, pushing and holding up to 100 lbs. Able to communicate with guests and room attendants.
Room Attendant	5 Full Time	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 of rooms. Must be able to lift up to 50lbs freq. No allergies to chemicals or dust.