

The Lafayette Inn in Easton, PA is currently seeking Part Time Assistant Innkeepers.

We are an upscale Bed & Breakfast looking for individuals who share our passion for guest service, great food, charming historic atmosphere, and friendly hospitality.

These positions are for afternoon shifts, 2:00 – 10:00 pm. Must have flexible availability, and be able to work Saturdays, Sundays and holidays.

Job Responsibilities include, but not limited to:

Answer telephone courteously and efficiently following inn's guidelines.

Process phone and online reservations.

Monitor incoming email and respond as required.

Respond promptly to any guest request for service.

Check guests in/out as needed.

Assist with preparation of afternoon snacks and next day breakfast items.

Assist in stocking supply closets and laundry as needed.

Maintain a "guests first" attitude at all times.

Work as a member of the overall team to ensure that each guest has an experience that exceeds their expectations.

Candidates should:

Have excellent written and verbal communication skills.

Be very detail orientated.

Have an outgoing, positive personality.

Be able to deliver excellent customer service in a fast-paced environment.

Be able to multi-task and to work quickly and efficiently.

Have knowledge of Microsoft Outlook, Word, and Excel.

Be able to climb multiple flights of stairs and carry at least 40 lbs.

There will be a pre-employment drug screen, as well as a nationwide criminal background check. Previous employment will be verified and references will be thoroughly checked.

Great work Environment!

Apply in person daily 10 am to 2 pm or send resume and references.

What made you apply for employment here?

Have you ever stayed at a Bed & Breakfast? Any favorites?

Any work experience related directly to Innkeeping?

Any work experience related to direct customer interface?

What did you find enjoyable about it?

What did you find challenging about it and how did you handle the challenge?

Do you like to bake?

These positions are for afternoon shifts, Sunday through Thursday 2 – 10 pm and Friday & Saturday 3 – 11 pm. Must have flexible availability, and be able to work Saturdays, Sundays and holidays.

How many hours per week are you ideally wanting to work?

This job sometimes requires short notice schedule changes. Will you be able to meet this requirement?

This job requires climbing multiple flights of stairs and carry at least 40 lbs. Are you capable of doing that?

Do you have a working knowledge of Microsoft Outlook, Word, and Excel?

New Hire Check List

Address, phone, any alternate phone

W-4

I-9

Whom should we notify in a case of an emergency?