

T H E I N N A T
English Meadows

141 PORT ROAD, KENNEBUNK | 207-967-5766
WWW.ENGLISHMEADOWSINN.COM

ASSISTANT INNKEEPER (20 ~ 30 hours/week, *seasonal*/May through October)

Hours: Varied, mostly afternoon/evening 1pm-6pm or 3pm-8pm, with one or two full day shifts possible each week 8am-4pm. Some flexibility as needed.

- At least one weekend shift required (with some flexibility as needed)
- Possibility of work during Christmas Prelude, first 2 weeks of December.

Duties: Assisting the innkeeper with nearly all aspects of the business, which may include any of the following:

- guest relations, concierge services
- check-in/out and inspecting rooms to ensure readiness for guests' arrival
- responding to telephone inquiries about the Inn and the area
- booking reservations
- arranging professional services
- interacting with business partners and local businesses
- sorting mail
- light food prep and other kitchen assistance including breakfast service
- baking and serving afternoon cookies
- setting up and hosting occasional afternoon cocktail hours
- social media, blogging, etc. if that's in your skill set
- full responsibility in the absence of the innkeeper
- occasional overnight on-call or on-site responsibility

The ideal candidate is friendly and outgoing, a "people person" with a good level of knowledge of Kennebunkport and the surrounding area. Hospitality experience is helpful, but even more important is a willingness to learn. You have a professional demeanor; you're aware of the need to maintain helpful and courteous, but not overly familiar, levels of conversation. You love to be busy and you're self-directed. This is NOT a role where you're sitting at a desk waiting for something to happen! Quite the contrary: once you're familiar with the Inn and our operation, we'll be looking for you to notice what needs to be done and take care of it.



Experienced Housekeeper (seasonal, May through October)

The Inn at English Meadows, a luxury Bed & Breakfast Inn located in Kennebunk Lower Village, is seeking an experienced seasonal Housekeeping Team Member to join our staff through October and possibly during the first 2 weeks of December during Christmas Prelude.

Although this is a seasonal position, there may be opportunities to pick up some hours through the winter and we always encourage seasonal employees who have done a great job for us to return in the spring.

The inn has 11 guest rooms and suites and a 2-bedroom cottage on the property. Hours are 9 to 4 with a paid 30 minute on-site lunch-break and two 15-minute breaks. Weekends are required, with some scheduling flexibility from week to week.

Our Housekeepers are a very important part of our guest experience. Our housekeeping team does their work so meticulously that that the Inn's cleanliness and attention to detail are often mentioned in guest reviews. ***If you're someone who cares about results and making a positive difference where you work, please read on...***

You'll never be bored with so many different duties day to day:

- Vacuuming, dusting, cleaning and disinfecting guest rooms, bathrooms and common areas, including entryways, kitchen floors and other areas
- Laundering sheets, towels and kitchen linens, from treating and removing stains to folding and ironing linens using a rotary iron (happy to train you if you've never operated one!)
- Dishwashing and other cleaning up after breakfast service
- Housekeepers also remove trash, recycling and kitchen compost daily and make sure supply closets, storerooms, guest rooms and refrigerators are stocked and refilled as needed
- Possibility for light gardening work, such as watering beds and containers and weeding herb, vegetable and flower gardens.
- As a seasonal Housekeeper, you will interact with guests occasionally so your ability to offer a smile and a friendly hello, or a quick friendly response to a question will reflect well on you and on our business.
- There's a possibility of helping with breakfast service from 8-10 and then transitioning over to housekeeping. It's a fun, easy "server" position with light food prep and cleanup involved.

We all work hard here, and we also like to laugh and have fun. If you are someone who has a passion for cleaning, an eye for detail, a positive attitude, and a strong work ethic, we would love to speak with you!

Job Types: Full-time, Part-time, Temporary/Seasonal

Competitive Pay, based on skills and experience

COVID-19 considerations:

Easy to maintain 6' distance even when working in the same area. Air Oasis air purifier in laundry/break area and common areas of the Inn. Outside picnic table available for lunch breaks. COVID Vaccines encouraged.

Please email Innkeeper@englishmeadowsinn.com or call Elizabeth Arruda at 207-967-5766



Breakfast Server / Kitchen Helper (seasonal, May through October)

The Inn at English Meadows, a luxury Bed & Breakfast Inn located in Kennebunk Lower Village, is seeking friendly and energetic *early risers* to join our kitchen staff May through October and possibly during Christmas Prelude.

There may also be opportunities to pick up some hours through the winter and we always encourage seasonal employees who have done a great job for us to return in the spring.

The shift is short and goes by quickly: 7:45 – 11:30 AM. Weekends are required, with some scheduling flexibility from week to week. **If you're looking for more hours, and you enjoy cleaning, we'd be happy to consider a combination Kitchen / Housekeeping role, working breakfast in the morning and housekeeping in the afternoon.**

Our breakfasts are a highlight of the guest experience here, and our servers are the face of the Inn to our guests. There's always something to do in the kitchen! Duties include:

- Setting tables for breakfast, making sure the patio and dining tables are clean and looking great for the guests – precision and neatness counts!
- Light food prep
- Serving coffee, tea, other beverages and our 2-3 course breakfast to 12 – 26 guests
- Clearing dishes, cleaning tables, resetting as needed
- Making sure self-service beverage areas are clean and fully stocked with supplies
- Loading the dishwasher and sanitizer, putting away clean dishes, sweeping or vacuuming the kitchen floor, cleaning and sanitizing counters, stove top and other surfaces.
- Removing trash and recycling and compost to the appropriate bins outdoors
- Noticing what needs to be done and doing it efficiently.
- Friendly, brief interactions with guests are a very important part of the job: greeting guests as they're seated, asking how they're enjoying their stay, do they need anything in their guest room, answering their questions if you can, deferring to the Innkeeper or Chef if not. A friendly smile and helpful responses to questions will reflect well on you and on our business.

We all work hard here, and we also like to laugh and have fun. If you are someone who has a high level of energy, an eye for detail, a positive attitude, and enjoys being around people, we would love to speak with you!

Job Types: Part-time, Temporary/Seasonal

Competitive Pay, based on skills and experience

COVID-19 considerations:

Lots of windows in the kitchen for fresh air circulation; breakfast service is outdoors except on rainy days. Air Oasis air purifier in laundry/break area and common areas of the Inn. Outside picnic table available for lunch breaks. COVID Vaccines encouraged.

Please email Innkeeper@englishmeadowsinn.com or call Elizabeth Arruda at 207-967-5766