

## **THE HEDGES FRONT DESK HOST**

**The Hedges** is a rustic Adirondack resort with two lodges, over a dozen cabins, and a central dining room built privately in the late 1800s and opened to the public a century ago. It is a gorgeous setting, located on Blue Mountain Lake in the Adirondack Park of northern New York State. The grounds include beautiful flower gardens, two swimming areas, a clay tennis court, and a boathouse with various styles of watercraft. The Hedges is known for its beautiful accommodations, high-quality meals, natural surroundings, and excellent service. Open each year from late May until mid-October, The Hedges welcomes between 20 and 40 families each week, and serves as many as 110 dinners each night as well as made-to-order breakfasts. These guests, many of whom have been coming to The Hedges for decades, enjoy hiking, boating, swimming, tennis, museums and other nearby activities.

The Hedges provides a friendly work environment. The Front Desk Host will interact with guests, fellow staff members, and The Hedges management throughout the season. Staff members must be friendly, helpful, accommodating, and attentive to detail.

**Front Desk Host** - The role of Front Desk Host is essential to our success. The individual applying for this position should be prompt, self-motivated, and pay attention to detail. Her or his duties include making reservation arrangements, greeting and checking out guests, communicating with staff, and helping guests with any concerns. Comfort and skill with computer use and the ability to interact in a friendly and welcoming manner with guests are essential. Meals are provided free of charge during work shifts. Staff members eat the same meals served to guests and enjoy a wide and healthy variety of menu items.

**Compensation** – The front desk host can expect to earn at least \$15 per hour, and up to \$18 to \$22 per hour at some times during the season. Work weeks will usually range from 25 hours to 40 hours. More than 40-hour weeks will result in overtime pay.

**Preferred Start Date:** May 20, 2020

**Preferred End Date:** September 30 to October 12, 2020.

**How to Apply:** Interested candidates should submit a cover letter and resume to the attention of Jamie Thomas, General Manager, at [jobs@thehedges.com](mailto:jobs@thehedges.com).