

Server/Housekeeper

Frenchglen Hotel

Frenchglen, Oregon, Southeastern Oregon

\$800.00 / week + tips (full time)

Part time positions also available

The Frenchglen Hotel is a Oregon State Heritage Site with a 13-room hotel and small restaurant. Frenchglen is a beautiful remote setting at the base of Steen's Mountain, across the street from Malheur National Wildlife Refuge, and along the Oregon Desert Trail. The town is remote with 12 residents and an hour from the nearest shopping and dining (Burns, Oregon).

We have a small team of about 6 staff supporting seasonal operations March 15-October 31st. We are looking for team members to join for the 2024 season. We aim to provide staff with 4 day work weeks to enjoy the beautiful area with sufficient time off. Schedule dependent on staffing.

Room and board is included for seasonal staff, though couples applicants or staff with RV or trailers are encouraged to apply due to limited housing. Bonus pay for RV accommodations is available.

The server/housekeeper position is a combination position of housekeeper and wait staff. This position requires exceptional people skills and interest in engaging with guests.

As waitstaff, you will serve and clear food and beverages for up to 24 guests during breakfast and dinner shifts. Housekeeping responsibilities include a timely, thorough, and consistent turn-over of accommodations, as well as washing and folding linens and maintaining the cleanliness of common areas. Participants interested in nanny activities for a 3 and 1 year old are also encouraged to apply. Blended positions available to support owner childcare.

This position works directly with hotel managers, Mary and Conlan Murphy who operate as administrator and head chef.

Responsibilities:

- Represent the Hotel to guests with a knowledgeable and friendly manner

- Perform general housekeeping duties according to provided checklists
- Wash, dry, and fold lodge linens and towels daily to maintain ready-to-use inventory;
- Housekeeping of accommodations-- 13 hotel rooms
 - clean and replace linens
 - clean bathrooms/showers
 - dust, sweep, mop, and any other cleaning tasks as required
 - communicate with management on room status
- Housekeeping of shared lodge areas duties includes:
 - clean shared bathrooms
 - clean dining room/table areas and hallways by vacuuming, dusting, mopping and washing windows
 - any other cleaning tasks as required, including deep cleanings
- Meals service duties include:
 - provide the setups, clearing, and cleaning of dining area
 - take guest orders, serve meals and beverages for breakfast (7:30-9:30 AM)
 - serve main courses, desserts and beverages for family-style dinner
 - Support kitchen activities including dishwashing and/or kitchen clean up
- Potential additional job duties, depending on interest and capacity:
 - Picking and cleaning produce from the garden, light watering
 - Supporting supply pick-up trips to town, mileage reimbursed or use of company truck
 - Prepare picnic lunches for guests
 - Baking desserts and pastries for meal service

Education, Experience, Skills:

- We prefer individuals with hospitality experience but we are willing to train the right candidate
- Oregon Food Handlers and OLCC card;
 - must be at least 18 by start of season (March 15);
- Previous housekeeping experience preferred but not required;
- Ability to lift up to 25 lbs, climb stairs, walk on uneven ground
- Excellent communication and interpersonal skills;
- Team player who shows initiative and works well as a member of a close-knit staff in a communal living setting;
 - courteous and cooperative with staff at all times;

The Frenchglen Hotel is an equal opportunity employer.

How to Apply

Please send a resume with references and cover letter to Mary Murphy at backcountryhospitality@gmail.com with a subject heading stating the position for which you're applying.

Please note: At this time we are **unable** to accommodate the H2B and J1 Visa programs.

Applicants must be able to work at least 10 weeks during the season, March 15-October 31. Preference given to applicants with interest in longer duration.