

# JOB OPPORTUNITIES

with the

## City of Elberton

The **Samuel Elbert Hotel**, a department of the City of Elberton, is currently seeking qualified applicants for several **PART-TIME** positions.

### HOUSEKEEPER

Ensures the highest standards of cleanliness, hygiene and tidiness are maintained throughout the hotel. Housekeepers will create a pleasant and comfortable experience for our guests. These are part-time positions with a rate of pay between \$12.00 and \$15.00 per hour depending on the level of experience or training. Shifts are available seven days a week, and typically begin at 8:00 a.m.

### LINE COOK

Accurately and efficiently prepares plated food for service in the dining room or packaged for sale to guests and other patrons. A successful Line Cook at the Elbert Hotel will be able to work independently in the kitchen, will have a neat appearance, and will be able to observe all policies and health codes as they relate to food preparation, service, sanitation, and cleanliness. These are part-time positions with a rate of pay between \$15.00 and \$18.00 per hour depending on the level of experience or training. Shifts are available for breakfast, lunch, or dinner service.

### BARTENDER

Prepares and serves alcoholic and non-alcoholic beverages to customers and provides superior customer service. The Bartender will greet customers, learn about their preferences, answer questions, recommend menu items, and prepares and serves both beverages and food. These are part-time positions with a rate of pay between \$12.00 and \$15.00 per hour depending on the level of experience and training, plus tips. Shifts are available seven days a week, and typically begin at 5:00 p.m.

### GUEST SERVICES ASSOCIATE (FRONT DESK)

A successful Guest Services Associate provides exceptional customer service to guests and patrons of the Hotel. The Associate will work independently to handle reservations, check-in and check-out, accounting and reporting, and will maintain a professional attitude even in the face of challenges, working to resolve problems quickly and satisfactorily. These are part-time positions with a rate of pay between \$12.00 and \$15.00 per hour depending on the level of experience and training. Second shift is now available, which is 2:00 p.m. until 10:00 p.m.

All positions require successful completion of pre-employment screenings. **All interested persons are strongly encouraged to obtain a full copy of the job description and minimum requirements.** Any person interested in applying for any of these positions may do so by obtaining an application from the Elbert Hotel, 4 S. Public Square, Elberton, GA, or by calling Elberton City Hall at 706-213-3100. Completed applications or resumes may be emailed to Human Resources Director Cindy Churney at [cchurney@cityofelberton.net](mailto:cchurney@cityofelberton.net). Interested candidates should submit an application immediately. Jobs may be filled immediately.

*The City of Elberton is an Equal Opportunity Employer and a Drug-Free Workplace.*