

**Wolastoq Inn and Suites Manager
(formerly StarDust)
Job Description**

STATUS: Full Time

SALARY: \$17.79-20.19 per hour

SUPERVISED BY: Economic Development Director

ROLE: The role of the Wolastoq Inn and Suites (formerly Stardust Motel) is responsible for the general day-to-day operations of the property and supervising staff of the motel. They will provide exceptional customer service, and ensure a safe and clean environment.

POSITION RESPONSIBILITIES:

1. Ensure an outstanding guest experience.
2. Responding to guest questions and concerns in a timely manner.
3. Provide exceptional customer service.
4. Ability to be on call 7 days a week.
5. Capable of working nights and weekends.
6. Supervise all of the day-to-day activities that take place at the Stardust.
7. Ability to train and manage employees.
8. Employee scheduling and payroll processing.
9. Basic accounting and record keeping.
10. Ability to work and communicate with the general public.
11. Responsible for all of the maintenance scheduling.
12. Ability to be creative and communicate ideas.
13. Ability to communicate and work with the HBMI Tribal Council, Economic Development Director, and HBMI Tribal Community.
14. Ability to work under pressure and on a timely schedule.
15. Competent in conflict resolution.
16. Daily, Weekly and monthly accounting and inventory control processing.
17. Acquisition and retention of all permitting, licensing and certifications to operate.
 - a. Sprinkler System Inspections (Quarterly)
 - b. Emergency Lighting and Extinguisher Inspections (Monthly)
 - c. Any and All permits required but not specifically listed
18. Sales and marketing of facilities.
19. All other duties as deemed necessary by Director.

MINIMUM QUALIFICATIONS:

- Must possess a valid Maine State Driver's License and have reliable transportation.
- Complete State and Federal Criminal background check.

- Complete and pass HBMI drug testing procedures
- Experience in digital marketing and advertising.
- Effective written and verbal communication skills, organizational skills, ability to prioritize and handle multiple tasks
- High School Diploma or GED.
- Business Management degree preferred, documented experience in the hospitality industry will be considered.
- Must be at least 18 years of age.
- Ability and willingness to comply with all applicable State and Federal laws and regulations.
- Must possess the ability to interact with guests to address their needs
- Native American preference

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	F	Sitting	O	<i>N (Not Applicable)</i>
Carrying	F	Standing	F	<i>O (Occasionally) up to 2 hours a day</i>
Driving	F	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	F	Walking	F	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	O	
Kneeling	F	<u>Push/Pull</u>		
Reaching	F	50 lbs. or less	O	