



THE HEBER SENATOR
— *Bed & Breakfast* —

WOULD YOU LIKE TO RUN A HISTORIC BED AND BREAKFAST?

Have you ever dreamt of running a classic, Victorian bed & breakfast? The award-winning Heber Senator Bed and Breakfast in Heber City, Utah (Near Park City) might be the place for you! We are seeking a live-in caretaker couple to manage our beautiful 120-year-old historic bed & breakfast. (See our property at: www.HeberSenatorBedAndBreakfast.com)

This is the ideal opportunity for a couple who would like the experience of living in a charming Victorian home while hosting guests from all over the world.

The Heber Senator Bed and Breakfast is a ten-room B&B which offers a five-star experience to our guests. Recently awarded “2024 Best of State”, we are located in the Heber Valley which is one of the top three, four-season recreation destinations in the U.S. We are located minutes away from four world-class ski resorts, three recreational lakes, blue-ribbon trout fishing, four golf courses, year-round warm water SCUBA diving (yes, scuba diving), the historic Heber Valley Train, miles of off-road trails, horseback riding and much more.

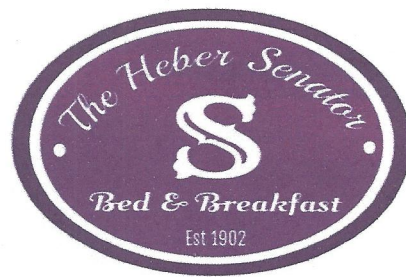
In addition, our region also hosts events such as the Sundance Film Festival, Cowboy Poetry, Swiss Days, The world Sheepdog festival finals, the Winter Ice Castles, three live theaters and many other cultural events throughout the year.

The ideal candidates should possess a combination of the following skills; Strong people skills, business and basic computer skills, cooking and kitchen management. Housekeeping and organizational skills, marketing, social media and basic home maintenance knowledge. Hotel management a plus, but not required.

We offer \$3000 - \$3500 per month salary based on experience plus housing, (value of \$2000/Mo), utilities and paid vacation days. The caretakers quarters includes private living quarters with fireplace and wet-bar. Separate office and garage space along with direct access to the back yard living area.

The job would require being on-site for a minimum of five days per week. Part-time caretakers will assist a minimum of two days per week. Mutual flexibility for vacations, sick leave and other personal time available on an as-needed basis.

Please email a resume and summary of why you feel you would be a great fit for this position to sdouglas@yahoo.com Or call direct at: 435-709-1032



General Duties of Caretakers.

This is a general overview and is not inclusive of each and every duty or responsibility associated with managing the facility. The Heber Senator is a 120+ year old, multi-million dollar facility which hosts guests from all over the world 365 days a year. There may occasionally be unique situations and tasks which can come up which may not appear in this general overview.

It is important to note that some of these duties require daily attention, some are weekly, some are occasional or even seasonal. The Heber Senator has been successfully managed by a single person off-and-on for several years. As such, managing as a couple can easily be accomplished.

DAILY

Guest interaction - Meet and greet guests as often as possible.
Reservation management
Oversee Housekeeping schedule and housekeepers.
Note: Must be able to climb stairs several times a day.
Oversee reservation system.
Process OTA (online travel agency) payments as needed.
Confirm guest upgrades/add-ons. Assign to specific department(s).
Take care of first impression, including exterior and lobby areas.

AS NEEDED

Event coordination and Mgt.
Assist housekeeping staff if needed.
Assist breakfast staff if needed.

PERIODIC

Marketing - Chamber of Commerce events. Local trade shows and exhibitions.
Make posts to Instagram, Facebook
Run payroll. - every two weeks. Note: We use a payroll company.
Make sure trash gets out to the street on Tuesday mornings.
Manage inventory control of housekeeping & supplies.
Assist kitchen with ordering food items.

OCCASIONAL

Capable of interviewing employees.
Return guest left behinds

IN ADDITION

All other duties as deemed associated with running and managing the operation.