



**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 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](http://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 “Best of State” Heber Senator Bed and Breakfast is a ten-room B&B which offers a five-star experience to our guests. 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 five 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 - for guest and staff management, business and basic computer skills, cooking and kitchen management. Housekeeping and organizational skills, marketing, social media and basic home maintenance skills. Hotel management a plus, but not required.

We offer \$3000 - \$3500 per month salary based on experience plus housing and utilities -- (Large studio unit with bath, fireplace, wet-bar and garage space as available), Paid vacation days.

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/available basis.

Please email a resume and summary of why you feel you would be a great fit for this position to [HeberSenatorBNB@gmail.com](mailto:HeberSenatorBNB@gmail.com) Or call direct at: 435-709-1032



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## **General Duties of Caretakers**

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

It is important to note that these duties require varying levels of attention, from daily to occasional. The Heber Senator has been successfully managed by a single individual off and on for several years. As such, managing it as a couple can be easily accomplished, particularly once a working rhythm is established.

### **DAILY**

Oversee the guest check-in process, whether in-person or via self check-in.  
Guest interaction – Interact with guests as occasion permits and when appropriate.  
Reservations management - learning to navigate the reservations system.  
Confirm guest upgrades/add-ons and assign them to specific department(s).  
Oversee the housekeeping schedule and housekeepers.  
Note: Must be able to climb stairs several times a day.  
Process OTA (online travel agency) payments as needed.  
Check and respond to calls, texts, emails and reviews.  
Confirm cleanliness of exterior first-impression areas including the front porch, parking, and walkways.  
Clean and inspect interior common areas daily.  
Prepare and serve breakfast daily. Additional staff may be needed based on occupancy.  
Confirm/prepare items for the next day's breakfast.

### **PERIODIC**

Shop for menu and household items typically 2-3 times a week.  
Marketing – Chamber of Commerce events, local trade shows, exhibitions, and special events.  
Social Media – Make posts to Instagram, Facebook, email campaigns, and other social media outlets.  
Submit payroll every two weeks. Note: We use a payroll company.  
Take trash cans to the street for Tuesday morning pickup.

### **AS NEEDED**

Assist housekeeping staff if needed.  
Oversee groundskeeping and snow removal staff.  
Tidy up the yard, flowerbeds, patio, and grounds.  
Manage inventory control of housekeeping, general, and operational supplies.  
Event coordination and management.

### **OCCASIONAL**

Capable of interviewing employees.  
Return any items left behind by guests.

### **IN ADDITION**

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