



Position Title: Bell Person
Position Reports to: Director of Guest Services and Activities
Salary: \$17.00 per hour
Employment: Seasonal

Fox Harb'r Resort is a 5 Star, 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity to an individual to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

General Description: To ensure the highest level of customer service to our guests is provided by acting as a leader of the Guest Service Bell Team, and to ensure prompt and methodical services are delivered.

Qualifications & Requirements:

- Driver's license free of any serious demerit points.
- A professional appearance and attitude.
- Must demonstrate friendly, professional and proactive Guest Service skills.
- Must be willing and able to work nights, weekends and holidays and be physically capable of meeting the demands of the position.
- Sense of responsibility for the Bell Team, ensuring daily tasks are completed in a timely manner.

Responsibilities:

- Carry out all Bell Person responsibilities in accordance with Fox Harb'r procedures.
- Provide impeccable guest service through continuous communication with the Guest Service and Housekeeping departments.
- Greet all Resort guests and assist with their luggage and show them to their suites.
- Perform any other guest service duties as required, (shuttling of guests around the Resort property, deliveries to guests, handling of complaints etc.)
- Responsible for package handling for guests and members, ensuring items are brought from lost and found and given to shipping and receiving with proper paperwork.
- Maintain the general appearance of the Joyce Center and exterior surroundings.
- Ensure guest requests are handled in a timely manner
- Maintain cleanliness of all Fox Harb'r designated vehicles to showroom quality
- Complete daily mini bar tasks as assigned by Supervisor
- Manage inventory levels of amenities, Sundry and mini bar with close attention to expiration dates
- Maintain organization of all working areas both indoor and outdoors which
- Moving items both large and small which may include heavy lifting using safe work practices
- Execute all reasonable additional assignments determined by Supervisor or Management Personnel.
- Utilize Alice communication system, on a daily basis

Human Resources Department, Ann Jeffreys

Email: hr@foxharbr.com Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



At Fox Harb'r Resort, we know every employee is a valued part of the team.

Our benefits include:

- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products and Activities
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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