

BRANNAN COTTAGE INN

Brannan Cottage Inn Job Posting

FULLTIME POSITION: Night Auditor, Brannan Cottage Inn & Comfort Inn Calistoga

Inn Overview:

Brannan Cottage Inn is an artful blend of authentic history and modern comforts. As the last remaining 1860 cottage still in its original location built by Calistoga's founder Sam Brannan, this National Register of Historic Places icon has been restored and reimagined for a modern twist on Victorian luxury.

WINNER – Best Hotel Renovation, Sunset Magazine's 2015 Travel Awards. 6 unique rooms outfitted with in-demand conveniences, surrounded by lush gardens offer a relaxed setting to explore Napa Valley's delights. Guests can plan every aspect of an exceptional stay through our skilled concierge services. Sister property Comfort Inn Calistoga is a 55 room hot springs boutique hotel located nearby.

Job description:

The Night Auditor is a fulltime hospitality position comprising evening guest services agent at Brannan Cottage Inn, 6pm-9pm handling daily & weekly sales audits, as well as evening guest services for Comfort Inn Calistoga, 10p-2am.

Required hours: 6pm-2:00am, Wed-Sundays, Fulltime

Required skills:

- Top-notch customer service skills; 2 years' hospitality/lodging/concierge experience preferred
- Ability to maintain high standards for inn operations with minimal supervision
- Willing to go the extra mile to ensure an exceptional experience for our guests
- Excellent phone manners; gracious in-person & written communication skills
- Ability to think on your feet with grace in high-pressure situations
- Solid knowledge of Napa Valley food, wine, spa, attractions, activities & events a plus
- Marketing support as needed including guest follow up for online reviews, event assistance for onsite private weddings and events
- Communicate with Comfort Inn Calistoga hospitality staff on group reservations as needed
- Professional appearance adhering to dress code guidelines
- Prompt communication of guest/property issues & emergencies with GM for quick, smooth resolution

Required computer skills: Microsoft Word, Excel

Compensation: hourly DOE

To apply for this position, submit cover letter and resume to info@brannancottageinn.com. No calls.

109 Wappo Ave. Calistoga CA 94515 brannancottageinn.com Best Hotel Renovation



Trip Advisor 2015 Certificate of Excellence for 5 star guest reviews