



MISSION POINT  
MACKINAC ISLAND

## Guest Services

### Temporary, full-time position in Mackinac County, Michigan

D&S North, LLC, d/b/a Mission Point Resort is seeking to employ five (5) people in the position of Guest Services from April 1, 2019 through November 2, 2019.

Involves greeting, registering, and assigning rooms to guests; verifying payment information, computing bills, collecting payments, and making change for guests; relaying when guests report problems/issues to appropriate departments; making and confirming reservations; posting room and food charges to ledger using computer; reviewing accounts and charges with guests during check out process; transmitting and receiving messages using the telephone system; and answering inquiries pertaining to hotel services, guest registration and travel directors or making recommendations in regards to shopping, dining, or entertainment.

Must be able to perform those tasks listed above. In addition, must be available to work dates of employment and hours/shifts stated in job listing; must provide 2 verifiable references (1 personal, 1 professional); must be able to walk, stand, and move for extended periods of time; must be able to lift, push, and pull carts and equipment weighing up to 50 pounds; must be able to bend, kneel and reach; and must be able to speak and understand English. No training, education and/or experience is required to perform these jobs.

Shifts are: 7:00 a.m., to 2:30 p.m. and days of week vary. Business is open 7 days a week. Wages of at least \$10.29 per hour with overtime available at time-and-a-half when applicable. On-the-job-training not available. Raises and bonuses available based on performance. Housing available at \$80.00 per week. Meals available at \$35.00 per week. Neither are a condition of employment, and will be deducted bi-weekly.

Employer will make no other deductions from the worker's paycheck except those required by law. Transportation (including meals, and to the extent necessary, lodging) to the place of employment will be provided, or its cost to workers reimbursed, if the worker completes half the employment period. Return transportation will be provided if the worker completes the employment period or is dismissed early by the employer. Equipment/tools supplies will be provided at no cost. Employer will not provide daily transportation to and from the work site. The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 6- or 12-week period of the total employment period. Five (5) job openings

To apply, please send an email with your resume attached to [careers@missionpoint.com](mailto:careers@missionpoint.com) or apply at your local Michigan Works office, located in St. Ignace: Michigan Works! 10 North State Street, Saint Ignace, MI 49781; (906) 643-8158 or [www.michiganworks.org/about-michigan-works/one-stop-service-centers](http://www.michiganworks.org/about-michigan-works/one-stop-service-centers).  
Job Order No. 9523268.

Employer: D&S North, LLC, d/b/a Mission Point Resort  
6633 Main Street, Mackinac Island, MI 49757  
906-847-3036  
[www.missionpoint.com/careers](http://www.missionpoint.com/careers)