



Become a hotelier with the Library Hotel Collection, an innovative independent hotel collection with four of New York City's most popular small properties, the Library Hotel, the Casablanca Hotel, the Hotel Elysée, and Hotel Giraffe.

Send resumes to: jobs@libraryhotelcollection.com

We are currently accepting applications and resumes for the following positions:

Engineer

Job Description: The ideal candidate is a proactive team player, and is an effective trouble-shooter and problem solver experienced with developing and managing projects. Candidates with knowledge of HVAC and electrical systems, boiler maintenance and repair, laundry equipment and fire safety certification are preferred. While this is a maintenance position, the candidate will also have a passion for guest service and ensure our guests feel at home. Candidates for this position must be willing to work a variety of schedules including days, evening, holidays and overnights. Essential skills include carpentry, painting, wallpaper, plumbing and maintaining accurate logs and recordkeeping.

Duties and responsibilities include but not limited to:

- Maintenance and repair of the physical building and all of its features
- Day-to-day system operation and maintenance routines
- Preventative maintenance
- Minor and major repairs and improvement
- Support for other operating departments and guest activities

Front Desk Agent

Job Description: The ideal candidate will have a passion for guest service and ensure that all guests feel at home. This individual should be a team player, professional and pleasant in manner, with excellent verbal and written communication skills. Candidates for this position must be willing to work a variety of schedules including days, evening, holidays and overnights.

Duties and responsibilities include but not limited to:

- Check-in and check-out guests
- Confirm, modify and cancel reservation inquiries
- Register and assign rooms to guests
- Reply to concierge requests

Bellman

Job Description: The ideal candidate will have a passion for guest service and ensure that our guests feel at home. Candidates for this position must be willing to work a variety of schedules including days, evening, holidays and overnights.

Duties and responsibilities include but not limited to:

- Greeting the guests in a professional, warm and friendly manner upon arrival
- Assisting guests with their luggage for guest arrival and departure
- Escorting guests to and from their rooms



Club Room Hostess

Job Description: The ideal candidate will have a passion for guest service and ensure that all guests feel at home. This individual should be a team player, professional and pleasant in manner, with excellent organizational skills and communication skills. Candidates for this position must be willing to work a variety of schedules including days, evening and holidays. The ideal applicant should have a Health & Hygiene license and have a basic knowledge of food preparation and safety.

Duties and responsibilities include but not limited to:

- Welcome guests to the club room and assist guests in finding seating
- Replenish morning breakfast buffet and/or evening wine and cheese
- Help prepare light meals for guests i.e. oatmeal, toast and bagels
- Ensure kitchen is in an orderly fashion at all times

Room Attendant

Job Description: The ideal candidate will have a passion for hospitality and helping our guests feel at home. This individual should be a team player, professional and attentive to details. Candidates for this position must be willing to work a variety of schedules including days, evening, and holidays.

Duties and responsibilities include but are not limited to:

- Operating and monitoring washing and drying machinery- includes adding chemicals and light maintenance.
- Inspect cleanliness and quality of all articles removed from the washer and dryer and place in clean linen carts
- Fold all cleaned articles and replenish room attendant carts and storage areas
- Perform nightly turndown service to company standards.
- Other basic housekeeping duties are expected