



Fogo Island Inn is an initiative of Shorefast, whose mission is to build cultural and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The **Arrivals Host (Inn)**, based at the Fogo Island Inn, is responsible to ensure guests are warmly greeted upon entering the Inn. The **Arrivals Host (Inn)** is responsive to guest needs and contributes to a memorable guest experience.

#### **General responsibilities**

- Welcome guests, handle luggage and attend to guests needs on arrival
- Orient guests to the Inn and their suite
- Maintain a smooth flow of traffic from the Inn to the parking lot, including retrieving and parking guest vehicles
- Restock firewood for woodburning fireplaces/stoves
- Maintain cleanliness of the entrance to the Inn, including sweeping and mopping
- Ensure fleet vehicles are clean, fueled and maintained in excellent working order
- Other responsibilities necessary to enhance the guest experience

#### **The ideal candidate:**

- Is enthusiastic and friendly and has good communication skills, with a high level of commitment to providing an excellent guest experience
- Enjoys working in a team environment and has the ability to work across multiple departments
- Has the capacity to work in a deadline-oriented environment while practicing sound decision making
- Is able to work flexible hours (evening and weekend work will be required)

#### **What we offer:**

- An engaged, highly supportive and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

#### **To Apply:**

Submit a cover letter & resume to [careers@fogoislandinn.ca](mailto:careers@fogoislandinn.ca), subject line **"Arrivals Host (Inn)"**

Deadline for Applications: **Until Filled.**

Questions about this position may be directed to: [careers@fogoislandinn.ca](mailto:careers@fogoislandinn.ca)

About Shorefast: [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.fogoislandworkshops.ca](http://www.fogoislandworkshops.ca)

About Shorefast & Fogo Island: [Strange and Familiar](#)