

Surf Villa Host & House Manager

Main

- Communicating with guests: ensure they feel welcomed to the Villa, know the schedule, what to expect, and that they are ready for the next 'event'
- Communicating with staff: ensure the chef and surf team are aware of any events, circumstances (diets, allergies, injuries etc)

Hosting

- Helping to welcome guests and show them their rooms/around the house/ introduction to the villa
- Ensure breakfast & dinner are set up for guests as agreed the night before with guests/Snoopy - dependant on surfing plan
- Make sure lunch buffet is ready while guests eat breakfast
- Ensure guests have packed lunch & ready to go in time for pick up
- Help clear meals away
- Put out post-surf tea & snacks
- Ensure guests feel included, comfortable & able to approach you at anytime
- Communicate any positive or negative feedback to Management

House Manager

- Managing Surf Villa Whatsapp group
- Ensure that all diets are catered for with chef
- Update daily schedule and menu
- Make sure cleaners know what rooms/areas to clean
- Help with change over days (particularly Saturday) and that rooms are appropriately set up
- Work alongside Chef, Management & Surf Team to ensure all runs smoothly
- Where possible, assist with collecting content for social media

Benefits

- Private room accommodation in the Surf Villa
- When possible, join surfing, yoga & excursions with the guests
- Food with the guests
- 1 day off per week
- Payment: Upon discussion during interview