

## Inn BoonsBoro

1 N Main Street  
Boonsboro, MD 21713



### **JOB TITLE: Housekeeper/Innkeeper**

Inn BoonsBoro combines the amenities and world class service of a boutique hotel with the charm and intimacy of a Bed & Breakfast. The Inn, which sits on the site of the first stone structure in Boonsboro, was restored by author Nora Roberts and her husband Bruce Wilder and opened to the public in February 2009.

Inn BoonsBoro was the centerpiece of Ms. Roberts's *Inn BoonsBoro Trilogy* and has been featured on CBS Sunday Morning as well as in *The New York Times* and *The Washington Post*. Guests are drawn to the Inn for many reasons including events at Turn the Page Bookstore, the nearby Antietam Battlefield, the Appalachian Trail and other local historic sites.

We are currently seeking a part-time Housekeeper/Innkeeper.

### **OVERALL REQUIREMENTS:**

The right candidate must:

- Work well with an established team.
- Shares responsibility for the upkeep of eight guestrooms, bathrooms and porches. This includes vacuuming, dusting, mopping floors, trash removal, bathroom maintenance, kitchen cleaning and laundry.
- Responsible for keeping cleaning supplies in stock.
- Cross-train as innkeeper, answering telephones and emails.
- Performs guest check-in/check-out using the Eviito reservation system software.
- Serves breakfast in coordination with the breakfast chef.
- Assists with the formulation and execution of guest packages.

**Benefits:** Discounts at Vesta Pizzeria, Fit in Boonsboro, and Turn the Page Bookstore. Please note that no health benefits are offered at this time.

**COMPENSATION:** Negotiable

**CONDITION OF EMPLOYMENT:** Must be fully vaccinated against COVID-19 and its variants.

**LOCATION:** 1 N Main Street, Boonsboro MD 21713