

Front Desk Agent

Job Posting: 1414248 **Posted On:** Sep 02, 2026 **Updated On:** Aug 26, 2026

Job Description

Front Desk Agent at Woodstock Inn & Resort

Start Date: December 1, 2026

End Date: April 1, 2027

The Woodstock Resort Corporation d/b/a Woodstock Inn & Resort, located in Woodstock, Vermont, seeks three (3) full-time, temporary Front Desk Agents who will be responsible for accommodating hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting, and receiving messages, keeping records of occupied rooms and guests' accounts, making, and confirming reservations for rooms and other activities, and presenting statements to and collecting payments from departing guests.

Will report directly to the Front Office Manager at Woodstock Inn & Resort.

Three (3) months of experience at a high-end hotel, resort, or private club required.

Applicant must complete pre-employment background check at employer's expense.

Travel is not required.

Daily transportation to and from worksite is not provided.

On-the-job training is provided.

Wage: \$20.00 - \$25.00 per hour, paid bi-weekly. Overtime is available at \$30.00 - \$37.50 per hour.

Schedule: 35 hours per week. Work schedule can vary and can include evening, weekend, and holiday hours. Work may be performed on any day of the week from Monday through Sunday. Example shifts: 7:00am to 2:00pm, 3:00pm to 10:00pm and 9:00am to 4:00pm. Shift hours may vary.

A single workweek will be used to compute wages due.

Optional housing is offered on a first-come, first-serve basis for workers who are relocating to begin employment. Cost of housing, if accepted, is up to \$175.00 per week and includes utilities and one meal per shift. If used, total cost of housing will be paid directly to employer. A \$100.00 refundable security deposit is required, to be paid directly to employer upon acceptance of housing.

All deductions from paycheck required by law will be made.

If the worker completes 50% of the work contract period, employer will pay directly for and/or reimburse workers for transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, employer will provide or pay for worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer. The employer will pay directly for and/or reimburse workers for all reasonable inbound transportation and subsistence costs within the first workweek. The employer will pay directly for and/or reimburse workers for all reasonable outbound transportation and subsistence costs during the last workweek. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of \$16.78 per day during travel to a maximum of \$68.00 per day with receipts.

The employer guarantees to offer work for hours equal to at least three fourths of the workdays in each 6-week period of the total employment period.

The employer will provide workers at no charge all tools, supplies, and equipment required to perform the job.

H-2B workers will be reimbursed in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by government (excluding passport fees).

Inquire or send applications, indications of availability, and/or resumes to Vermont State Workforce Agency, 118 Prospect Street, Suite 28, White River Junction, VT 05001, (802) 295-8805. Job Order 1414248.

Mail resume to Megan Canty, Woodstock Inn & Resort, 9 Cross Street, Woodstock, VT 05091, (802) 457-6651.

Job Overview

Job Type	Full Time
Permanent/Temporary	Temporary
Internship	No
Shift(s)	Multiple Shifts Available
Other Shifts	Schedule: 35 hours per week. Work schedule can vary and can include evening, weekend, and holiday hours. Work may be performed on any day of the week from Monday through Sunday. Example shifts: 7:00am to 2:00pm, 3:00pm to 10:00pm and 9:00am to 4:00pm. Shift hours may vary.
Average Hours Per Week	35
Overtime	Available
Affirmative Action Job	No
Green Job	No
H-1B, H-2A, or H-2B Recruiting	H-2B Recruitment
Is there a formal program for training new employees?	Yes
Apprenticeship	No
Remote Available	No
Travel Required	No
Is driving an essential function of this job?	No
Is accessible by public transportation?	No

Pay Type and Salary

Wage Range	Wage: \$20.00 to \$25.00 dollars per hour
Additional Wage Information (including information required by Act 155, as applicable)	Wage: \$20.00 - \$25.00 per hour, paid bi-weekly. Overtime is available at \$30.00 - \$37.50 per hour.

Additional Information

Other Benefits

Optional housing is offered on a first-come, first-serve basis for workers who are relocating to begin employment. Cost of housing, if accepted, is up to \$175.00 per week and includes utilities and one meal per shift. If used, total cost of housing will be paid directly to employer. A \$100.00 refundable security deposit is required, to be paid directly to employer upon acceptance of housing.

Contact Information

Megan Canty , People & Culture Manager

9 Cross Street, Woodstock, Vermont 05091

(802) 457-6651