

# Social Enterprise Staff - Makabata Guesthouse & Cafe

*The Social Enterprise Staff works within Bahay Tuluyan's pioneering social enterprise and youth training program, Makabata Guesthouse & Cafe. S/he is a member of the team directly involved in running the guesthouse while training out of school/work youth in hospitality services. Ideal candidates would be passionate not only about a high standard of hospitality service but in enabling the development of young people.*

## Education & Experience

### Minimum:

- High school graduate
- At least 3 years work experience in hospitality related field

### Preferred:

- NC II or college level in hospitality, tourism management or education
- Experience in mentoring or teaching youth
- Experience in social enterprise

## Skills

- Very good interpersonal and communication skills (Tagalog & English)
- Good level of computer literacy
- Good level of competency in Housekeeping, Food & Beverage Service and Front Desk Services
- Knowledge/skills to teach and mentor youth

## Key Job Responsibilities

- Provide on-the-job vocational training to Social Enterprise Youth Associates (SEYA)
- Guest management including taking bookings, check-ins, receiving payment, tending to concerns and overall guest experience
- Housekeeping of facilities, including maintaining guest rooms, function rooms and common areas
- Food and beverage services including budget planning, purchasing, food preparation, service, kitchen management
- Social enterprise operation and development - actively participate in the day to day operations of the social enterprise as well as business development and growth

## Location

Bahay Tuluyan Manila, 2218 Leveriza St, Malate, Manila

## Salary Range

PHP 14,000 - 16,000 basic monthly