Hi Marion,
I'm afraid I've got a difficult request for you this time! As you know, my wife Martine sadly died eighteen months ago. Since then I've been so busy looking after the children, I've been neglecting the hotel. Basically I need someone to do what Martine did! The job I'm offering is assistant hotel manager/part-time childminder- I know this is unusual but it's what I need.

To remind you a bout the hotel, we are a twenty-five-bedroom family hotel in rather a remote ski resort, so it's important that the person is prepared for this. We're very busy in winter and we also have quite a a lot of guests in summer, but it's much quieter in spring and autumn.

The 'assistant hotel manager' duties would include:
- Running reception/office during mornings and evenings.
- Organising part-time staff (barman, cleaners, waiters) on my days off and when I'm absent on business. The chef will organise the kitchen so this is not a problem.
- Helping our in the restaurant, bar, etc. when we are very busy.

For these duties the candidate needs fluent French and English (German also useful), good computer skills and previous experience of hotel work. Many of our guests are skiers of course, so knowledge of skiing is also useful.

In spring and autumn when things are very quiet, I have to go on some business trips and this is when I would need help with childcare. I've got two children – David (13) and Karine (8) both very well-behaved. I go away perhaps seven or eight times a year, usually for about four to seven days. During these trips, the person would have to take and pick up Karine from the local primary school, about two km away (David goes to school by bus), cook their dinner, get them to bed and look after at the weekend, if I have a long trip.

Obviously the children have had a difficult two years so it's really important that it's someone kind and sympathetic. This is really the most important qualification of all for me. For the same reason I'd prefer someone who will stay for a minimum of two years, though if you cannot find this, I will have to take someone for just one year.

In return I can offer an excellent salary, free food/accommodation, six to eight weeks' paid holiday, a free ski pass and full-time use of a car. (I forgot to mention-it would be very useful if the candidate has a driving licence, both to take Karine to school, and also because he or she may feel a little lonely up here without a car.)

Well, Marion, I know that what I'm asking is very difficult, but you've always found me fantastic staff in the past, so I'm putting my trust in you! Please contact me if you need more information.

Very best wishes,
Jean-Luc

LIVEWORKSHEETS

1. Read the passage and fill in the table.

Size/location of the hotel	
Hotel duties	
Childcare duties	
Information about the children	
Essential qualifications	
Other useful qualifications	

2. Write about the plans and ambitions of someone you know. The others think of a consequence if their plans come true.

Examples:



LIVEWORKSHEETS