



Receptionist – Thermal Retreat

Location: On-site, Front of House

Role type: Part-time / Flexible

We are looking for a friendly, organised, and dependable Receptionist to be the welcoming face of our small and growing thermal retreat. Our site includes two saunas, a plunge pool, and two self-catered cabins, and this role is central to setting the tone of the retreat and establishing high standards from the very beginning.

About the Role

Based front of house in reception, you will be the first point of contact for both sauna users and cabin guests. This is a hands-on role that combines guest interaction with practical day-to-day responsibilities, helping ensure the retreat runs smoothly and feels calm, clean, and welcoming at all times.

Key Responsibilities

- Welcoming sauna users and cabin guests on arrival
- Managing the reception desk and providing a friendly, professional presence
- Answering phone calls and responding to daily emails and enquiries
- Checking cabins and facilities to ensure cleaning standards are met before guest arrival
- Maintaining cleanliness and presentation of the sauna and shared areas while on duty
- Liaising with cleaning staff and flagging any issues promptly
- Supporting the smooth flow of bookings and guest needs throughout the day

About You

- Warm, reliable, and naturally welcoming
- Organised with strong attention to detail
- Comfortable managing emails, phone calls, and basic admin tasks
- Proactive and happy to take ownership of cleanliness and presentation
- Able to work independently and take responsibility
- Previous experience in hospitality, wellness, or reception roles is an advantage, but not essential

Why Join Us

- Be part of a start-up thermal retreat from the early stages
- Help shape how the space operates day to day
- Work in a calm, nature-focused wellness environment
- A varied role with meaningful guest interaction and responsibility

If you enjoy creating welcoming spaces, taking pride in high standards, and being part of something from the ground up, we'd love to hear from you.

To apply:

Please send your CV and a short cover note explaining why this role appeals to you.