



Hospitality Coordinator

Overview

The Anna Tasca Lanza Cooking School, located in the heart of Sicily, is renowned for its immersive experiences in Sicilian food culture, focusing on farm-to-table traditions and culinary education. The school offers hands-on workshops and educational programming that attract international guests eager to explore the region's rich culinary heritage.

As the Hospitality Coordinator, you will be the primary point of contact for guests, managing their experience from initial inquiry through their stay. You'll work closely with the Hospitality Manager, overseeing daily operations and help develop new programs. This role is ideal for someone passionate about food, hospitality, and rural living, who enjoys fostering connections with people from around the world while being a part of a close-knit team in a dynamic, rural environment.

Key Responsibilities

Guest Relations & Front Office:

- Manage guest inquiries, bookings, and payments.
- Coordinate guest arrivals, departures, and transportation.
- Send follow-up materials, such as recipes, after guest stays.
- Maintain guest schedules and reservation records.
- Handle media and PR inquiries.

Guest Experience:

- Welcome guests, assist during their stay, and join meals to ensure a hospitable experience.
- Plan guest schedules, excursions, and workshops in collaboration with chefs and staff.
- Act as a guide and translator (Italian/English) during tours and activities.
- Ensure guest rooms and communal spaces are clean and well-prepared.
- Manage school shop inventory and wine stock.

Team Coordination:

- Organize weekly guest and staff schedules.
- Coordinate with local drivers, chefs, and workshop leaders to ensure smooth operations.

Marketing & Communications:

- Collaborate with the social media manager on content for Instagram, Facebook, TikTok, and newsletters.
- Assist in creating marketing materials for tour operators and partners.

Planning & Accounting:

- Help develop the annual program calendar.
- Assist in sourcing new workshop leaders and excursion partners.
- Track expenses, guest payments, and handle workshop leader invoices.

Requirements:

- Legal right to live/work in Italy.
- Fluent in English + confident in Italian with experience in hospitality.
- Valid driver's license and ability to drive manual.
- Comfortable living and working in a remote area.
- Strong organizational, communication, and teamwork skills.

Compensation:

- Trial period: end of April–August 2025, €2,000 in prestazione occasionale (2 months on site, July + August remote)
- Full position from September 2025 at €1,200/month
- Room and half-board are included in a shared apartment.

If you're passionate about food, hospitality, and connecting with people, this role offers a unique opportunity to be part of a renowned culinary school while enjoying the charm of rural Sicily!