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| Title: | Hospitality Services Assistant |
| Department: | Hospitality |
| Reports To: | Hospitality Services Manager |
| Classification: | Part-time/Annual, Hourly/Non-exempt |
| Pay Range: | \$15.00 per hour |
| Work Schedule: | 32 hours per week; includes some nights and weekends |
| Benefit Package: | Full benefit package (all pro-rated for PT schedule); health benefits 100% premium paid by IslandWood (FTE); 401k, 3 weeks paid vacation (FTE) |

Overview:

IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship; our 255-acre campus is located on Bainbridge Island. The Hospitality Services Assistant prepares event meeting spaces and performs cleaning projects for events and other meeting spaces.

Responsibilities:

- Assist with event setups and breakdowns including lifting and moving furniture
- Event cleaning, routine cleaning, and occasional deep cleaning projects
- Scheduled turnovers and cleaning of classrooms, dining room, and other buildings
- Mopping, sweeping, dusting, vacuuming, using a carpet extractor and removing cobwebs
- Daily cleaning and stocking of restrooms
- Cleaning up and taking out trash and recycling
- Window washing
- Changing light bulbs with ladder
- Daily inventory stocking of janitorial closet with janitorial supplies
- Maintenance of event furniture
- Maintenance of cleaning equipment
- Inspecting for damaged or vandalized buildings or furniture
- Transporting supplies between locations
- Escorting guests and supplies using our campus transportation systems; golf carts
- Supporting event needs, as needed
- Checking email daily and reporting as directed by manager
- Keeping up-to-date on event information via our event management systems
- Report maintenance issues to the Hospitality Services Manager
- Communicate inventory and equipment status to the Hospitality Services Manager
- Campus security and nightly lock-up of buildings; evening emergency assistance
- AV setups, as needed

Required Qualifications:

- Minimum of 2 years in professional janitorial work and/or hospitality industry
- Must be physically able to bend, twist, turn, kneel, and work in awkward positions
- Must climb ladders and stairs
- Must be able to handle and use common hand tools

Required Qualifications: (continued)

- Must lift and carry up to 70 pounds
- Ability to take initiative and prioritize tasks
- Good computer skills; MS Office and database
- Strong work ethic and dependable
- Ability to work independently and as part of a team
- Ability to communicate effectively
- Excellent customer service skills and professional demeanor
- General knowledge of AV equipment
- Washington State driver's license and ability to obtain any licenses required for system or vehicle operation
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood
- Commitment to support IslandWood's work towards equity, diversity and inclusion in the workplace.
- Experience in engaging with diverse communities
- Must be able to comply with and maintain a drug-free work environment
- Must pass child safety screening procedure; post-offer

Application Requirements:

Please submit a cover letter, resume and 3 current references to: employment@islandwood.org and please clearly note "Hospitality Services Assistant" in the email subject line.

Or, complete and submit an [Application for Employment](#) to: IslandWood
Search for Hospitality Services Assistant
4450 Blakely Avenue NE
Bainbridge Island, WA 98110.

Position Posted: 14 March 2019
Application Deadline: Open until filled
Start Date: May 2019

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.