



<b>Title:</b>	Lodging Assistant
<b>Department:</b>	Hospitality
<b>Reports To:</b>	Hospitality Services Manager
<b>Classification:</b>	Part-time/Seasonal, Hourly/Non-exempt
<b>Pay Range:</b>	\$14.00 per hour
<b>Work Schedule:</b>	32 hours per week; includes some nights and weekends Mid-June 2019 through September 2019
<b>Benefit Package:</b>	This is not a benefitted position

### **Overview:**

IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship; our 255-acre campus is located on Bainbridge Island. The Lodging Assistant ensures the maintenance of lodge linens and housekeeping laundry and inspects rooms before and after lodge turnovers. This position will also cross-train with the Hospitality Services Assistant position; currently posted.

### **Responsibilities:**

- Assists with all lodge laundry; including transport of laundry, washing, drying, folding, ironing, and restocking in a timely manner
- Assists with lodging turnovers; including post-guest and pre-guest room inspections, as directed by supervisor
- Assists with maintenance of linen inventory
- Checks work email daily
- Completing assigned project tasks
- Maintains linen storage in a neat and orderly fashion
- Laundering janitorial items campus-wide to ensure appropriate inventory is available for housekeeping needs
- Supports receiving and warehousing of linens and lodging items
- Assists with site security
- Assists with other lodge housekeeping duties as directed by supervisor
- Reports lodge maintenance issues to the Lodging Supervisor

### **Required Qualifications:**

- 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
- Must lift and carry up to 70 pounds
- Ability to take initiative and prioritize tasks
- Strong time-management, problem-prevention, and problem-solving skills.
- Ability to communicate well, both verbally and in written form.
- Ability to cope with interruptions and changes.
- Washington State Driver's License and ability to obtain any licenses required for system or vehicle operation

**Required Qualifications:** (continued)

- 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](mailto:employment@islandwood.org) and please clearly note "Lodging Assistant" in the email subject line.

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

Position Posted: 10 May 2019  
Application Deadline: Open until filled  
Start Date: Mid-June 2019  
End Date: September 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.*