



Title:	Hospitality Services Assistant
Department:	Hospitality
Reports To:	Hospitality Services Supervisor
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 provided; health benefits 100% premium paid by IslandWood; 401k, 3 weeks pro-rated paid vacation

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 two current references *or* an [Application for Employment](#)

By email to: employment@islandwood.org and state "Search for Hospitality Services Assistant" in the subject line

By mail to: IslandWood, Search for Hospitality Services Assistant, 4450 Blakely Ave NE, Bainbridge Island, WA 98110

Note: Application forms are available on our website at www.islandwood.org in [English](#) and [Spanish](#).

Position Posted: June 6, 2019
Application Deadline: Open until filled
Start Date: Immediate

IslandWood provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.