



## JOB OPPORTUNITY

**We encourage diverse applicants because we believe having staff who authentically reflect the communities, we serve is critical to our ability to be culturally responsive.**

**Effective 01 June 2021, IslandWood will require all staff, volunteers, docents, interns, and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation.**

**This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients, and students. Waivers are available for medical and religious exemptions.**

<b>Title:</b>	<b>Lodging Assistant</b>
<b>Department:</b>	<b>Hospitality</b>
<b>Reports To:</b>	<b>Lodging Supervisor</b>
<b>Classification:</b>	<b>Full-time/Annual- Hourly/Non-exempt 32-40 hours</b>
<b>Pay Rate:</b>	<b>\$18.00 per hour</b>
<b>Work Schedule:</b>	<b>Schedule may vary/Flexible-Some weekends and evenings</b>
<b>Benefit Package:</b>	<b>Full benefit package provided; benefits 100% premium paid by IslandWood; (medical, dental, vision, life, LTD), HSA, Flex, 401k, 3 weeks paid vacation</b>

### **Overview:**

IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. The Lodging Assistant ensures the maintenance of lodge, lodge rooms, and ensures guests are comfortable during their stay.

### **Primary 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
- 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
- Demonstrates IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose

## IslandWood Job Description Housekeeper/Lodging Assistant

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### Required Qualifications:

- Willingness to take initiative and ability to prioritize tasks
- Effective 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
- Must be physically able to walk, stand, bend, twist, turn, kneel, stoop, climb ladders and stairs
- Must be able to physically manage and use common hand tools
- Must lift and carry up to 70 pounds
- Valid driver's license and ability to obtain any licenses required for system or vehicle operation
- 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 social justice, 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](mailto:employment@islandwood.org) and please state "Search for Lodging Assistant" in the email subject line.

By mail to: IslandWood, Search for Housekeeper, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

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

Position Posted: 29 December 2021

Application Deadline: Open until filled

Start Date: As soon as practical

*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.*