

## **POSITION DESCRIPTION**

**JOB TITLE:** *Hospitality Assistant (Summer)*      **DATE:** *January 2017*  
**DEPARTMENT:** *Bosch, Green Acre, or Louhelen Bahá'í School*      **LOCATION:** *Santa Cruz CA; Eliot ME; Davis MI*  
**REPORTS TO:** *Hospitality Coordinator*

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**POSITION SUMMARY:** Summer position. The Hospitality Assistant assists with all aspects of hospitality to guests, primarily in the area of housekeeping.

**KEY JOB RESPONSIBILITIES:** *include the following. Other duties may be assigned.*

1. Assists with the day-to-day housekeeping services for the school, including but not limited to:
  - Cleans thoroughly all guest rooms and furniture, classrooms, office and public spaces.
  - Sanitizes bathrooms and restrooms.
  - Washes, dries and folds all linens, including sheets, towels and washcloths.
  - Arranges furniture in classrooms and meeting/seminar rooms for sessions according to specifications.
  - Removes all trash and recycling materials.
2. Assists with coordination of cleaning schedules and maintenance of stock of cleaning supplies, chemicals and equipment.
3. Trains, supervises and accompanies youth volunteers in assigned duties.
4. Serves as host to guests to ensure that requests and personal needs receive timely, courteous and dignified responses.

**SKILLS & QUALIFICATIONS REQUIRED:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

1. Ability to lift and bend over a long period of time.
2. Ability to clean and sanitize fixtures, floors, and furniture.
3. Ability to care for and clean linens such as sheets, towels and washcloths.
4. Knowledge of care, use and basic maintenance of housekeeping equipment such as vacuums, mops and buckets, linen carts, etc.
5. Attention to detail and appreciation for excellence, cleanliness and beauty.
6. Ability to maintain personal safety and that of volunteers.
7. Effective communication skills and a learning orientation.
8. Ability to provide warm, helpful, efficient customer service, and deal diplomatically and effectively with complaints and problems.
9. Demonstrates behavior that meets Bahá'í standards and serves as a role model to the residential community.