



## Housekeeping Staff

Hazon is the Jewish lab for sustainability. We're the largest dedicated environmental organization in the American Jewish community. In aggregate we're seeking to shift the nature of what it means to be Jewish in the 21<sup>st</sup> century – enabling and encouraging Jewish people to have an impact in the world and transforming Jewish life in the process. We are based in New York City and the Isabella Freedman Jewish Retreat Center in Falls Village CT. We also have offices in Denver, Boulder, and Detroit.

The Housekeeping staff is the primary point of contact for guests outside of the program experience to create a positive, guest friendly environment with attention to detail according to cleanliness, timeliness, and responding to requests. This position primarily helps to meet all needs in regards to housing and the visitor/guest buildings. This person should uphold excellent customer service standards in alignment with the mission and values of Hazon.

The position is based at Isabella Freedman Jewish Retreat Center and will report to the Manager of Housekeeping. Isabella Freedman hosts over 6,000 guests per year for retreats that are anywhere from 3 days to 3 months long. This position requires flexibility for days, nights, and weekends.

### Responsibilities include

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- Ensure cleanliness and housekeeping duties are performed in every building.
- Welcome guests and employees, ensuring they feel important and appreciated.
- Respond to guest inquiries and/or concerns during their stay. Intentionally find ways to serve others and anticipate their needs.
- In collaboration with other departments, create a seamless experience for guests.
- Supporting the Hospitality Department with various tasks as assigned.
- Flexibility to work within different departments as needed: guest services, housekeeping, kitchen
- Able to operate company vehicle
- Flexibility in scheduling; weekends, evenings, weekdays, snow storms, etc
- Ability to complete training; work independently and as a team.

### Qualifications

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- Excellent customer service skills; ability to maintain professionalism.
- Experience working within housekeeping departments; not limited to Retreats, Hotels, Hospitals, etc.
- Strong communication skills.
- Creative thinker with strong problem solving skills.
- Ability to multitask.
- Ability to pass insurance background check.

## **How to Apply**

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To apply, send resume and cover letter to [jobs@hazon.org](mailto:jobs@hazon.org) with “Housekeeping Staff” in the subject line. Applications will be reviewed on a rolling basis starting August 8, 2019.

Salary is commensurate with experience, including benefits package.

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender identity and expression, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.