



## **Hospitality Specialist (Part-time)**

Hazon is the national umbrella organization leading the Jewish environmental movement, and the largest faith-based environmental organization in the U.S, leading the Jewish response to the climate crisis and working in coalition with other faith and cultural groups as well. Now, Hazon is merging with the strongest Jewish retreat center and JOFEE site in North America, the Pearlstone Campus just outside of Baltimore, creating a stronger organization than ever before to lead the Jewish, Outdoor, Food, Farming and Environmental Education (JOFEE) world and the Jewish environmental movement as a whole.

Isabella Freedman Jewish Retreat Center is a year-round 180-person retreat facility that is located in Falls Village, CT. The Hospitality Specialist 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 guest rooms. This role is part-time (under 30 hours a week) and will report to the Guest Services Operations Manager. This position requires a flexible schedule including nights, holidays, and weekends.

### **Responsibilities include**

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- Clean the floors, sweep and mop, make the beds, mopping, replenishing linens, wipe down door knobs, drawers, counters, etc. to ensure we have clean rooms and spaces.
- Able to drive and operate company vehicle.
- Follow the guidelines of the Housekeeping Room Turnover Process.
- Clean linens and blankets - transfer clean bedding from Sunshine Laundry van into Housekeeping shed(s) and load housekeeping van with linens and blankets needed
- Maintain the cleanliness of all rooms and common spaces (including arts and crafts, staff lounge, main building, synagogue, Burbs, 181 Beebe, office, etc.
- Taking inventory and replenishment of supplies (toilet paper, paper towels, soap, etc.) in all individual and common rooms / areas.
- Set up common rooms (synagogue, rec. room, dining room, lounge, etc.) depending on program needs.
- Alert the Supervisor and Maintenance of any problems with rooms.
- Take out garbage from all individual and common rooms/areas.
- Be respectful and helpful to colleagues, where it relates to cleanliness.
- Work independently and as a team.
- You may be approached by guests, please do your best to help respond to their inquiries or find someone who can help, i.e. Director of Retreats, Facilities Manager, or Manager on Duty.
- Willingness to step in and help in different departments to help in busy time frames of the year.

## Qualifications

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- Housekeeping experience preferred.
- Strong communication skills.
- Creative thinker with strong problem solving skills.
- Ability to multitask.
- Ability to maintain professionalism.

## Physical Requirements

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- Stand for extended periods of time.
- Push, pull, and lift 10-50 lbs.
- Walk up and down stairs and on uneven surfaces.
- Kneel, bend, crawl, squat, and crouch.
- Work in confined spaces.
- Tolerate exposure to dust and cleaning chemicals.

## How to Apply

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To apply, send a resume and cover letter to [jobs@hazon.org](mailto:jobs@hazon.org) with “Hospitality Specialist” in the subject line. Applications will be reviewed on a rolling basis starting June 2, 2022.

Hourly rate starting at \$15.00 and up, and a generous time off.

New employees are eligible for a signing bonus of \$1,000. At the time of hire, the new employee will receive \$250. After 45 days, provided they have no active disciplinary issues, the new employee will receive the remaining \$750.

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.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Hazon encourages you to break that statistic and apply.