



Retreat Services Associate

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 Retreat Services Associate will assist in the day to day operations focused on food service and the overall cleanliness of the facility including: dining areas, kitchen, bathrooms, common areas, meeting rooms, lodging rooms and other duties when assigned by supervisors. This position reports to the Retreat Services Manager. This position requires a flexible schedule including nights, holidays, and weekends.

Responsibilities include

Retreat Services Associates may be assigned to any of the following job duties. Managers and Supervisors reserve the right to determine which task(s) an associate is assigned to, based on facility needs as well as the individual's.

Food Services

- Dining room set up and meal service including dining tables and buffet with necessary equipment and prepared food in a timely manner prior to scheduled mealtime.
- Working at a fast pace to maintain the buffet throughout meal service, refilling food and keeping the area tidy as needed.
- Set up, upkeep and breakdown of the guest self-bussing station prior to, during and after meal.
- Break down buffet at the conclusion of meal service, clearing/wrapping/dating/storing extra food.
- Sweep & mop floor, wipe down chairs, reset buffets dining tables as needed in preparation for next meal.
- Serving and clearing for guests receiving upgraded service (plated service, no self-bussing).

- Ensure snacks are delivered with appropriate plates, napkins & utensils and cleared according to the scheduled location and time on the schedule.
- Maintain the coffee bar, cleaning and replenishing as needed with beverage supplies, cups, and condiments. This includes setting up, maintaining and breaking down the coffee and teas for Shabbat every Friday – Saturday.
- Maintain an organized and clean linen closet.

Kitchen Duties

- Washing and putting away dishes, glassware, cooking equipment, and utensils dish machine..
- Clean and restock the kitchen employee bathroom in the Great Hall as needed.
- Ensure kitchen linens are picked up, laundered, and returned daily.
- Take trash out to dumpsters, replace trash can liner, and clean trash cans as needed.
- Scrub, sweep, & mop kitchen floor as needed or requested.
- Assist with deliveries, storing items in their proper place, break down boxes, take to the compost or dumpster.

Meeting Spaces

- Breakdown, clean, and re-set rooms for the next scheduled function according to instructions.
- Complete meeting room setups (tables, chairs and other supplies) before, during and after events.
- Maintain and set up all audio/visual equipment as assigned.
- Store and maintain all furniture and equipment in an orderly and neat manner.
- Maintain and set up all ritual objects, siddurim and furnishings wherever required.
- Setup, maintain, and attend to Campus Rentals groups when called upon and available.

Common Areas

- Responsible for the appearance and cleanliness of all public rooms and social areas.
- Monitor collection of compost, trash, and recycling inside lounges and on walkways.
- Clean and maintain all public spaces and areas as detailed by supervisors.

General Duties

- Monitor all meeting rooms, offices, lounges and lavatories for equipment or furnishings problems, including blinds, plumbing, light bulbs, upholstery, carpet, and inform supervisor if special attention is required.
- Inform supervisor of need to reorder supplies, paper products and other shortages.
- Provide top notch customer service to all guests, assist guests with luggage/boxes upon check-in and check-out, and answer general guest inquiries.
- Assist in completing various yearly inventories.
- Maintain acceptable standards of personal hygiene.
- Follow safety regulations, reporting injuries or any unsafe conditions and work practices to the supervisor.
- Attend All-Staff and Facilities Staff meetings, in-service training and education sessions as assigned.

- Other tasks/duties as assigned.

COVID-19

- Must complete ServSafe COVID-19 specific safe food service and delivery training and update as needed/recommended.
- Proper PPE usage, including gloves, face masks and optional face shields, required inside all food service areas.
- Must adhere to all current IF staff COVID protocols.

Qualifications

- Good verbal and written communication skills.
- Strong Customer Service and Time Management Skills.
- Detail oriented and able to multitask.
- Ability to work independently and work well in a team environment.
- Flexibility to accept new responsibilities and direction as necessary.
- Needs to be receptive to and accepting of guidance from others.
- Ability to deal with difficult people and problems and work in a diverse group of people.
- Stand for long periods of time
- Push or pull 10-50 lbs.
- Lift 10-50 lbs.

How to Apply

To apply, send a resume and cover letter to jobs@hazon.org with “Retreat Services Associate” in the subject line. Applications will be reviewed on a rolling basis starting November 19, 2021.

Salary range starting at \$17, including benefits package.

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.

