



Job Title: Hospitality Associate

Employee Classification: Hourly (Part-Time, Non-Exempt)

Reports To: Manager of Hospitality Services

Revision Date: February 2024

Position Summary:

The Howell Nature Center is looking for committed individuals to help make our facilities shine both inside and out, ensuring high standards of cleanliness, hygiene and tidiness are maintained throughout the Center. We offer competitive wages, plus special compensation of summer camp fees for children, as well as an enjoyable work environment.

Dates of Employment:

This is a part-time position with varying hours available. The number of hours scheduled will vary and will include some weekends and evenings. Positions are available for the Spring (early March - early June), Summer (early June - mid August), and Fall (early September - early November).

Essential Functions:

- Housekeeping Associate duties include the cleaning and upkeep of all Howell Nature Center facilities.
- In working within a team environment, the Housekeeping Associate helps maintain quality control for all housekeeping functions, while working collaboratively with staff to achieve maximum customer satisfaction.
- This position also works independently to ensure daily cleaning of assigned tasks (rooms/cabins, bathrooms, corridor areas, and public facilities), while working alongside HNC staff to ensure high standards are set forth across the property.

Other Job Duties:

- Assist in other departments as assigned including Kitchen.
- Assist in any other projects as assigned that support the goals and mission of the hospitality department.

Our Values and Goals:

Our mission is to teach people to be faithful caretakers of one another and the world around us. We specialize in facilitating exploratory learning in the outdoors, engaging people of all ages in the wonder of the Howell Nature Center, and supplementing traditional classroom education through hands-on learning experiences. Our programming is designed to reinforce these goals through our eight core values.

- 1. NATURE** – Building a lasting connection with the natural world.
- 2. GROWTH** – Learning new skills, growing personally and achieving full potential.
- 3. KINDNESS** – Fostering simple acts of kindness resulting in a ripple effect.
- 4. RESPECT** – Teaching children to value themselves and others.
- 5. FRIENDSHIP** – Increasing a sense of belonging, confidence and self-worth.
- 6. TEAMWORK** – Strengthening communication, collaboration and social skills.
- 7. STEWARDSHIP** – Empowering kids to make the world greener and healthier.
- 8. LEADERSHIP** – Emboldening kids to become better leaders and make a difference.

Job Specifications and Physical Requirements:

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

- At least 18 years of age.
- Minimum of 1 year of relevant experience.
- Ability to lift 40lbs.
- Valid Drivers License.

Knowledge and Skills:

- Outstanding customer service skills
- Prior food service experience preferred, but not required
- Keen attention to detail
- Highly dependable
- Excellent organizational and time management skills
- Ability to work well in a fast-paced environment
- Strong communication and leadership skills

Physical Aspects of the Position:

- Physical ability to respond appropriately to situations requiring first aid.
- Ability to frequently move up to 25 pounds and occasionally move up to 40 pounds

Compensation:

- Starting at \$14 per hour based on skills and experience.

Employee Signature

Printed Name

Date