



Job Title: Hospitality

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

Reports To: Manager of Hospitality Services

Revision Date: April 7, 2026

### **Position Summary:**

Join our team in delivering exceptional hospitality services to meet the diverse needs of guests. This role involves providing outstanding food service, ensuring cleanliness and sanitation, and supporting the overall comfort and well-being of those we serve. You will play a vital part in creating a welcoming environment through attentive service, in the cleaning of our facility's & food preparation, and maintaining high standards of safety and hygiene. This position offers an opportunity to develop your customer service skills .

### **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, Summer and Fall.

### **Essential Functions:**

- Prepare and cook meals according to recipes and dietary guidelines
- Assist with food, and presentation to ensure quality.
- Ensure that all food is prepared and served in a timely manner
- Maintain cleanliness and sanitation standards in kitchens, dining areas, bunks areas, bath areas, etc.

### **Other Job Duties:**

- Assist in other departments as assigned including housekeeping.
- 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.
- Ability to lift 25lbs.
- Valid Driver's License.
- Pass a background check.
- Must be able to work weekends as needed.

### Knowledge and Skills:

- Previous experience in not necessary.
- Self-motivated, and can work by yourself or with others is a must.
- 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 \$15.50 per hour based on skills and experience.