



## Center for Regional Food and Farming

**Job Title:** Part Time Hospitality Assistant

**Reports To:** Social Events Manager

**FLSA Exemption Status:** Nonexempt

**Position Type:** part-time seasonal April to October, 18 hours per week

**Compensation:** \$15 per hour

**Regular Work Hours:** Friday afternoon/evening, Saturday, Sunday, Potential for some Mid-Week Nights

**Date Created/Last Updated:** 1/7/2021

**Location:** Cold Spring

**The Glynwood Center for Regional Food and Farming is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

### **Summary:**

The P/T Hospitality Assistant is responsible for, but not limited to, welcoming and greeting guests and escorting them to their accommodations; assisting with guest amenities and needs; support the Guest Relations Coordinator and Social Events Manager in event needs; communicate and greet vendors on event days; maintaining inventory and sales for small guest shop. A strong work ethic, excellent verbal and written communication is needed.

### **Essential Job Duties:**

- 1 year experience in a similar role preferred but not required
- A flexible schedule including weekends and holidays
- Have excellent communication and organization skills
- Must be able to work in a fast paced environment
- Have a pleasant, friendly and helpful manner
- Able to handle guest requests in a detailed manner
- Strong knowledge of MS Office and Google products necessary
- Able to lift up to 50 lbs
- Knowledge of the local community is preferred but not required
- Attend training sessions as required

### **Work Environment**

This job operates in a professional and fast paced event venue and non-profit organization. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

This is largely a sedentary role; however, some lifting is required when supporting in an event role.

**Travel and Weekend Work**

Occasional day trips for potential event needs. Weekend work is required.

**Required Education and Experience**

- High school diploma; Studying in Hospitality preferred
- Affinity for Glynwood's mission
- Valid US Driver License in good standing
- Provable eligibility to work in the US

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**To apply:**

- Send cover letter and resume to [jobs@glynwood.org](mailto:jobs@glynwood.org). State in the subject line that you are applying for the "Hospitality Assistant" position.