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. State in the subject line that you are applying for the “Hospitality Assistant” position.