

Part-Time Hospitality Assistant

Memorial House of the Episcopal Church

Memorial House is seeking a dependable, friendly, and detail-oriented **Part-Time Hospitality Assistant** to help prepare and reset the house between guest groups and retreats.

Position Responsibilities

- Assist with resetting the house after guest departures
- Lay out and prepare linens for incoming guests
- Restock guest amenities and household supplies
- Help prepare rooms and common areas for the cleaning crew
- Check that guest areas are neat, organized, and properly supplied
- Assist with light hospitality and housekeeping-related tasks as needed
- Communicate any maintenance or supply needs to management
- Follow established procedures to ensure the house is ready for the next group

Schedule

- **September through June:** Up to **10 hours per week; Sundays required**
- **June through September:** **Fridays required**, with additional hours as needed based on occupancy and scheduling
- Schedule may vary depending on guest arrivals, departures, and retreat bookings

Qualifications

- Dependable, responsible, and punctual
- Strong attention to detail
- Able to work independently and as part of a team
- Comfortable performing light physical tasks, including bending, lifting, carrying linens and supplies, and moving throughout the house
- Friendly and professional manners

Ideal Opportunity For

This position is **ideal for a retiree or someone looking for a few hours each week to stay active, busy, and engaged** while working in a peaceful and welcoming environment. It is a great opportunity for someone who enjoys being productive, takes pride in their work, and likes helping create a warm and comfortable experience for guests.

If you are dependable, organized, and enjoy hospitality, we would love to hear from you!