

Position Description

Weekend Retreat Host & Barista (Part-Time, Seasonal)



FUNCTION: Create a welcoming environment to guests and rental groups by ensuring cleanliness of facility, welcoming guests, working the in-house coffee shop, and maintain a staff presence on the site during guest hours and retreat groups.

REPORTABLE and ACCOUNTABLE to: Executive Director and Retreat Manager

QUALIFICATIONS: Must be at least 18 years old. High school education preferred;
Must be able to work weekends/weeks and overnight;
Proven ability to work with diverse persons;
Able to lift 30 pounds with no concerns to bodily injury of one's self
Professionalism and good customer service;
Strategic and analytical thinker with the ability to manage multiple projects;
Proven ability to clearly direct work of staff and/or volunteers to accomplish tasks;
Evidence of good written/oral communication skills.

COMPENSATION: \$100 a night stipend (around \$2,800 for the summer) with room and board.

DATES OF EMPLOYMENT: Start on June 3, 2022. End on August 7, 2022.

SCHEDULE: Eight Weekends (Friday-Sunday) and 2 full weeks.

- June 3-5 (Weekend)
- June 10-12 (Weekend)
- June 17-19 (Weekend)
- June 24-26 (Weekend)
- July 3-18 (2 weeks)
- July 22-24 (Weekend)
- July 29-31 (Weekend)
- August 5-7 (Weekend)

RESPONSIBILITIES:

Hosting Duties:

1. Welcome guests by greeting them, answering questions, and responding to requests.
2. Provide safety/ site orientation to groups at the beginning of their program.
3. Register guests by checking room assignments and issuing room keys.
4. Direct guests to rooms by giving directions.
5. Monitor guest use of facility for safety of guests and facility.
6. Provide resources to guests by providing equipment as needed including AV, flip charts, markers and copying as necessary.
7. Maintain records by keeping room and guest information and supply use for later billing process.
8. Secure all exterior doors in the evening.
9. Maintain public meeting spaces by restocking paper products in restrooms during event as necessary and maintaining cleanliness of entry, gathering room and restrooms as needed.
10. Restock hospitality items (extra towels, blankets, etc.) as needed in guest room wings.
11. Provide for guest departure by collecting guest room keys.
12. Secure building after guest departure by checking guest rooms for damage, lost and found articles, and locking all exterior doors.

13. Provide initial staff response to emergency situations, notifying appropriate staff/ emergency services as needed.
14. Other host-related tasks as assigned by supervisor.

Café Del Mundo Duties:

1. Be trained on how to operate the register and espresso machine.
2. Open the coffee shop every weekend that there is a retreat group.
3. Take orders & prepare drinks.
4. Run cash register and take payments.
5. Clean the coffee machine and other equipment at the end of the day.
6. Restock the café with appropriate items.
7. Explain “coffee with a cause” to guests
8. Other Café related tasks as assigned by supervisor.

Contact Clara Garrett, Retreat Manager, to apply and set-up an interview.

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Revised: 3/3/2022