TITLE OF POSITION/RANK: Hospitality Manager (Part-time, 12-month position, 10 hours per week (without benefits), calibrated flexibly due to nature of responsibilities)

DEPARTMENT: Campus Ministry (Goshen Retreat House)

Part-time, 12-month position, 10 hours per week (without benefits), calibrated flexibly due to nature of responsibilities. Maintenance and cleanliness of facility’s interior, upkeep of facility’s inventory (sheets, towels, pillow-cases, groceries, utensils, cleaning materials, etc.) and providing a welcoming presence for retreatants and other visitors to the House of Prayer.

RESPONSIBILITIES:
- Prepares the house for retreatants each weekend and guests at other times (includes necessary cleaning, stocking of food and supplies, necessary food preparation, etc.)
- Welcomes individuals and groups at the start of their stay, when necessary/requested.
- Communicates regularly with Director of Spiritual Retreat Ministries and the on-site Plant Manager regarding needs and problems of the house including vendors who provide services to the house.
- Collaborates with Director of Spiritual Retreat Ministries during the academic year to prepare for Retreat Ministry retreats, including shopping for groceries and supplies, providing the first meal upon retreatants’ arrival (when needed), and in other ways to expedite the various retreat programs offered by Campus Ministry.
- Reviews the house at the conclusion of every retreat for things left behind or house items in need of repair, tidies the house returning supplies to their proper place, ensures no perishable food remains in the refrigerator and that all trash has been emptied, checks dishwashers and laundry machines, etc.
- Oversees the scheduling, and work of the cleaning service, other services, and vendors, contracted by the house, while making use of the facility’s own equipment for day-to-day light housekeeping and laundry.
- Organizes year end clean up and organization, such as bringing house blankets to cleaners and restock supplies to prepare for the next academic year.
- Additional tasks and jobs as needed (ex. schedule tile, carpet, &/or window cleaning; shop for and replace appliances as needed; etc.)

QUALIFICATIONS:
The Hospitality Manager for the House of Prayer should be pleasant, engaging, trustworthy, and flexible. S/he should be a good housekeeper with an eye for order and cleanliness. S/he must be responsible, able to work independently, communicate effectively and in a timely manner, and track spending.

SALARY: Hourly Rate

START DATE: 8/7/17

Send letter and resume: Pauline Villapando pvillapando@fordham.edu

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