

# WORLD FELLOWSHIP CENTER

P.O. Box 2280  
Conway NH, 03818  
[www.worldfellowship.org](http://www.worldfellowship.org)

## **Position: Housekeeping and Hospitality Manager**

### **About The Organization:**

WFC is an intergenerational, educational, rustic retreat center in a camp-like environment that promotes peace and focuses on social justice programming. It is set in the spectacular natural beauty of New Hampshire's White Mountains. Since 1941, World Fellowship has been a hub of progressive activity in the Northeast and a space for brave and challenging conversations; a multigenerational vacation destination that offers regeneration of mind, body, and spirit beside a pristine woodland lake in the shadow of Mount Chocorua.

### ***Mission and Vision***

World Fellowship Center promotes social justice and connections between people, communities, and nature through education, recreation, and creative expression. We envision a world where people are deeply rooted in their shared humanity and the pursuit of justice.

World Fellowship Center is an equal opportunity employer - we encourage and celebrate diversity in all forms and are committed to holding a healthy, brave, collaborative space for staff and community.

### **Position Summary:**

The Housekeeping and Hospitality Manager is responsible for overseeing and supporting a team to maintain upkeep and cleanliness of World Fellowship's visitor spaces, including individual rooms, restrooms, showers, and common areas. This position sits on senior staff and collaborates with the Executive Director and other leadership positions, reporting directly to the Staff/Personnel Coordinator.

The Housekeeping and Hospitality Manager contract is from early/mid June - mid September. Priority is given to candidates who will be available for that entire window.

### **Key Responsibilities:**

- Track and maintain a cleaning and maintenance schedule for visitor rooms and common areas for around 10 buildings.
- Coordinate with the Office Manager to schedule and execute room changeovers between visitors.
- Work alongside a Covid Safety Officer to ensure covid safety compliance

- Supervise and work alongside a housekeeping crew of about three people including creating a weekly schedule, giving daily assignments, and ensuring compliance with WFC cleaning standards.
- Maintain a system for laundering and organizing linens and towels. Create and communicate a system for staff to do their personal laundry.
- Complete setup and shutdown of all aspects of housekeeping at the beginning and end of the season.
- Create a system for maintaining inventory of all housekeeping supplies within the assigned budget.
- Support other senior staff members in training and orienting crew members to best practices and procedures. As needed, schedule for breaks and meals, create team building opportunities, and support the needs and well being of the staff.
- Attend and participate in weekly staff meetings and weekly senior staff meetings.
- Additional duties as assigned.

### **Qualifications:**

- Hospitality experience in a professional environment
- Experience in commercial housekeeping
- Alignment with World Fellowship's mission and vision and a desire to work alongside a team striving for a more just world
- Experience supervising staff, volunteers, or student works
- Strong communication and collaboration skills
- Time management skills and a desire for efficiency
- Ability to receive feedback while remaining collected and approaching interactions with a desire to problem-solve
- Ability to move across campus, indoors and outdoors, multiples times per day including frequent stair use
- Frequently ascend and descend stairs
- Lift and carry up to 50 pounds. Carry up to 25 pounds while ascending stairs.
- Have a current COVID-19 vaccine
- Good humor, patience, and grace

### **Desired Skills and Qualities:**

- Training in professional hospitality practices, either formal education or workplace experience
- Covid Safety knowledge and training
- Experience in a retreat or conference center environment

**Compensation:**

\$750-\$800 weekly salary, depending on experience. Room and board provided.

2022 is an exciting year for WFC with a new Executive Director and leadership team. We hope to have a team that is as committed to the social justice mission of the organization as we are.

**Application Instructions:**

**[Please fill out this google form.](#)** If you have any questions or difficulties with the form, please contact [hiring@worldfellowship.org](mailto: hiring@worldfellowship.org).