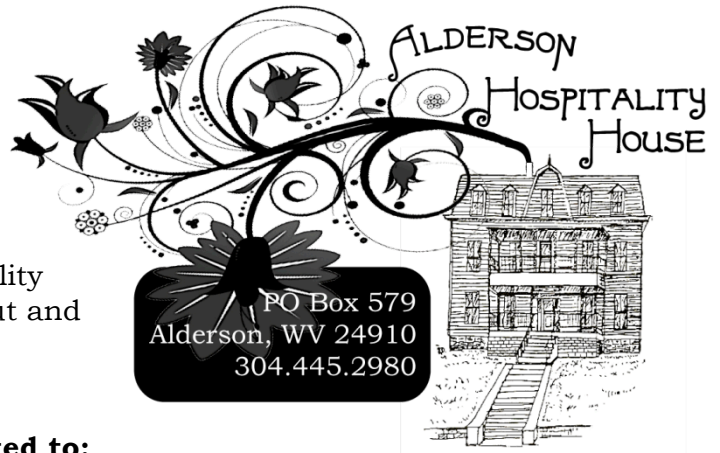


STAFF JOB DESCRIPTION

UPDATED NOVEMBER 2016

The role of the staff at the Alderson Hospitality House is to aid the director(s) in carrying out and furthering the mission of the House.



In cooperation with the director(s), staff responsibilities include, but are not limited to:

1. Maintaining a loving and helpful presence when guests are present
2. Planning and executing meals
3. Completing all house chores:
 - a. Minister to the needs of the guests
 - b. House work
 - c. Kitchen work
 - d. Yard work
4. Answering phone calls, including recording/updating room reservations
5. Transporting guests when necessary
6. Fulfilling various tasks that may arise

Other responsibilities may include:

1. Processing general house mail and other written and electronic correspondence (i.e. "thank you notes" for friends donations, correspondence with accountant, board related paperwork, etc.)
2. Preparing and mailing the newsletter
3. Organizing fundraisers and/or writing grant proposals
4. Supervising volunteers
5. Website maintenance

Qualifications:

1. Must be at least 18 years old and a high school graduate
2. Proof of legal permission to work in the United States
3. Must possess a valid driver's license
4. Must obtain first aid/CPR certification and a food handlers card
5. Must successfully complete a background check
6. Willingness to live on premises

Personal Attributes:

1. Friendly and Happy
2. Flexibility with your work schedule
3. Ability to relate and work with a broad and varied population
4. Work well with children
5. Ability to independently maintain and run AHH for a short period of time
6. Attention to detail
7. Interest in and commitment to working for justice

