

HOLLYHOCK

Position: Hollyhock Host

Reports to: Host Manager

Start Date: May 2019

Hours and Location: Part-time Seasonal (May-Oct, 14-30 hours per week), on Cortes Island

Wage: \$15.00 per hour

ABOUT US

Hollyhock exists to inspire, nourish, and support people making the world better. From our humble beginnings in 1982 as a project of Greenpeace founders and human potential movement leaders, Hollyhock has been transforming North American society for over 37 years. Hollyhock catalyzes connection, personal growth, and progressive social change. We run about 100 programs and conferences per year on our Cortes Island campus and in Vancouver, BC.

ABOUT THE ROLE

The Hollyhock Host embodies the spirit and mission of Hollyhock. This position welcomes and assist guests, maintains the Lodge and other guest facilities, and works in close cooperation with Kitchen, Housekeeping, Registration, and all other departments of Hollyhock.

ABOUT YOU

You are personable, gracious, discreet, mature-minded, and resourceful; with top-notch communication and interpersonal skills. You take great pleasure in providing service. You embody grace under pressure. You are meticulous, responsible, and detail-oriented. You bring positive energy to your work, and practice cleanliness and order as an art form.

KEY RESPONSIBILITIES

- greeting, orienting, and assisting guests and presenters
- caring for the safety and wellbeing of guests and staff
- offering resources, directions, and information to enhance guest experience
- driving golf cart to transport guests and luggage between reception and accommodations
- maintaining cleanliness and tidiness in the Lodge and secondary guest facilities
- sweeping and mopping Lodge floor as necessary
- maintaining coffee bar at all times, including carrying heavy trays of glasses
- opening Lodge and coffee bar for early shifts (as early as 6am) and/or closing down and ensuring security for late shifts (8-9pm)
- set-up, serving, and hosting at events or parties on occasion

- assisting guests and stocking coffee bar throughout meal times
 - assisting in Kitchen and Housekeeping as required in the course of duties
-

QUALIFICATIONS

- Good physical health and stamina, full range of motion
 - Ability to lift up to 30 lbs, work on your feet for up to an 8-hour shift, and climb stairs
 - Front-line experience in a service environment, especially Hosting or Hospitality
 - Ability to thrive in a shifting, fast-paced, occasionally stressful environment
 - Canadian citizenship or work permit
 - BC qualified drivers' license preferred
 - Robust sense of humor
-

APPLY

This position is open until it is filled. Please get your application in as soon as possible.

Apply by emailing carmen@hollyhock.ca with your resume and cover letter.

Hollyhock is committed to creating a fair and respectful environment that protects and promotes human rights. Hollyhock believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.