



## **Position Description**

### **Hospitality Staff**

**Classification:** Full-time Non-Exempt (hourly) Employee  
**Reports to:** Hospitality Lead  
**Job Duration:** May – September; dates will be mutually agreed upon  
**Work Schedule:** Generally 40 hours per week; includes evening work

#### **Summary:**

Denali Education Center (DEC) is a non-advocacy, for-purpose organization and partner of Denali National Park and Preserve. Our mission is to promote understanding and appreciation of Denali through fun, informative, and inspiring programs. Our 10-acre campus is home to 12 guest cabins, a combined classroom and dining hall, a yurt, and a community events building. We operate week-long learning vacations in cooperation with numerous educational groups and organizations, primarily Road Scholar. In addition, we offer a suite of youth programs, evening events, lectures, and community programs. Denali Education Center is a diverse organization, with its roots firmly planted in the local community, and Denali National Park and Preserve.

Hospitality staff plays an important role in maintaining a clean, attractive, and comfortable campus environment. Hospitality staff ensures that all guest cabins, the dining/classroom facility, and public and staff spaces are safe, sanitary, and ready for use. Their work is immediately recognized when entering our facilities and has a direct impact on the guest experience.

#### **Position Responsibilities:**

- Clean all guest rooms after check-out. This includes but is not limited to making beds, sanitizing bathrooms, sweeping, vacuuming, dusting, mopping, etc.
- Maintain cleanliness in all DEC facilities including Riverside Hall, the Charles Sheldon Center, program yurt, vehicles, and administrative offices according to a cleaning schedule
- Assist with cleaning duties in the Riverside Hall kitchen and food service area, and Sheldon Center commercial kitchen
- Assist with dishes in both kitchens after meals or events
- Assist with DEC's sustainability efforts by actively recycling and composting, sorting recyclables into the proper bins for collection, using environmentally-friendly products when possible, and helping to educate guests about DEC's efforts to recycle and compost, encouraging them to participate

#### **Qualifications:**

- A desire and ability to clean and keep things orderly
- Eagerness to work as part of a team in a dynamic environment with a small staff
- Ability to lift 30 lbs., stand for long periods
- Good organizational and interpersonal skills; manages time wisely
- Ability to work independently without a lot of direct supervision: good judgment and initiative
- Ability to have fun and maintain a positive attitude during the fast-paced summer season

#### **Preferred Knowledge and skills:**

- Possession of current CPR and First Aid Certification or willingness to train

- 21+ years of age preferred

**Compensation:**

- Starting wage is \$15.00 per hour; negotiable based on experience
- Program tips are pooled and dispersed upon completion of the summer contract
- This is a full-time seasonal position. Hours of work will vary, may be irregular, and will be determined by the Facilities Manager and Hospitality Lead based on the needs of our guests
- Private housing may be available for a nominal fee (\$200/month). Employee kitchen and shower facilities are shared and maintained with other employees

**Disclaimer:**

This position description reflects the Denali Education Center's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude the opportunity for modifications, providing reasonable accommodation.

**To Apply:** Qualified candidates should send a resume, letter of interest, and references to Jill Boelsma: [jill@denali.org](mailto:jill@denali.org).