

Hospitality Assistant

General Description:

The Hospitality Assistant works at the direction of the Hospitality Coordinator performing set-up and clean-up at meetings and other tasks, as needed.

Duties:

1. Set-up and clean-up refreshments and equipment after meetings at the direction of the Hospitality Coordinator
2. Other related duties as assigned

Specific Skills:

1. Punctual and reliable
2. Willing to engage in light physical labor
3. Ability to positively interact and constructively work with diverse volunteers, staff members and visitors

Time Required:

Approximately 6 hours per month

Recommended Term:

One - two years