



THE MONTPELIER FOUNDATION
Position Description

Title: Hospitality Associate

Name:

Supervisor: Director of Events Operations

Positions Supervised: None

Budget Responsibility: None

Date: June 2017

FLSA Classification: Exempt Non-exempt Not Applicable

Montpelier Pay Class: Career Full-time Career Part25 Career Part20
 Casual Seasonal Volunteer

WORK OBJECTIVES

To utilize your skill-set and experience in the Hospitality industry to provide our guests with high level of customer service.

DUTIES

- Greet guests and staff with a smile.
- Understand the needs for the groups and guests that are in-house.
- Set-up, break down, and serve breakfast, lunch, breaks, receptions and dinner.
- Practice food safety and ServeSafe practices in our kitchen and all food prep and service areas.
- Make tea, coffee, lemonade or other beverages, as communicated.
- Restock and organize kitchen with attention to detail.
- Perform light cleaning and trash removal in classroom when guests are on break.
- Check men's & ladies' bathrooms, refilling toilet paper & paper towels and wiping down counters when groups are in-house.
- Sweep, light mop, remove trash when needed.
- Assist in training new Hospitality Associates.
- Set up Classroom and Dining Room in Lewis Hall and other venues as needed for events.
- Practice proper serving/clearing techniques

QUALIFICATIONS

- Previous restaurant or catering experience
- Knowledge of 'back of house' & 'front of house operations'.
- Necessary computer skills to use The Foundation's online payroll system to review correspondence for scheduling and all important event updates and information.
- Excellent customer skills. Friendly, outgoing personality.
- Ability to work in a very fast-past environment and manage multiple tasks simultaneously.
- Must be able to work nights and weekends

- Current VA driver's license and acceptable Motor Vehicle Report to ensure ability to drive on behalf of company.
- Acceptable background check.
- Must be able to lift 40 pounds

Employee Classifications

Montpelier Pay Classes

Career Full-Time Employee: (CFT) Employed to work 35 or 40 hours/week on a continuous basis.

Career Part-Time Employee: (CPT20 or CPT25) Employed to work 20 or 25 hours/week on a continuous basis.

Seasonal Employee: Employed to work up to 40 hours/week for up to 4 months/year.

Casual Employee: Employed to work less than 20 hours/week on a continuous basis.

Volunteer: Performs a service willingly and without pay.

Federal Labor Standards Act (FLSA) Pay Classes

Non-exempt: Receives over-time pay for hours worked over forty hours in workweek.

Exempt: Does not receive over-time pay for hours worked over 40 hours in workweek*.

*Position must meet legal requirements for over-time exemption.