



# HERITAGE

## **Hospitality Assistant**

Seasonal Part-time, Hourly

### **Heritage**

Heritage is rebuilding a community of faith and restoring the first Catholic settlement in Georgia into an entire historic Catholic district. Located in Taliaferro County, Heritage includes Locust Grove Cemetery, the oldest Catholic cemetery in Georgia, established in 1790; the Church of the Purification of the Blessed Virgin Mary built by the first Catholic congregation in Georgia; The Retreat, a 200-acre retreat center with cottage accommodations, prayer and fellowship spaces, walking trails, and sacred art; and the Farm, a working farm that provides food and programming for the Retreat.

### **Job Description:**

The Hospitality Assistant works as part of the Heritage hospitality team to provide radical hospitality to our retreat & program guests. This includes welcoming guests, guiding guests through Heritage's prayer spaces, assisting with set-up & tear-down of rooms and responding promptly & courteously to guest inquiries. The Hospitality Assistant reports to the Retreat Coordinator.

### **Duties and Responsibilities:**

- Conduct opening and closing procedures for Pine Lodge
- Check guests in upon their arrival to Heritage
- Setup and break down event spaces by following all necessary paperwork provided
- Log facilities maintenance requests using appropriate tools
- Monitor the Great Room during dining hours and assist with clearing plates, replenishing food, etc.
- Monitor Pine Lodge during open hours to ensure guests needs are met
- Facilitate check-out procedures
- Complete day-to-day office duties such as compiling check-in materials, running reports, putting away shipments, etc.
- Communicate efficiently and effectively with with all members of the Heritage team
- Drive golf carts as needed

- Assist with parking as needed
- Assist with retail shop and retail functions as needed

**Requirements:**

- Commitment to the Heritage vision, mission, and core values.
- Understanding of the Catholic faith.
- Organized and detail-oriented with a heart for taking care of others.
- Must be able to work independently as well as on a team environment
- Demonstrate excellent leadership, organizational and time management skills
- Ability to respond quickly and effectively to change
- Must be able to maintain a personable, calm and positive attitude
- Must have access to reliable transportation and be able to report to work on a changing schedule, including weekends, evenings and holidays

**Physical Requirements:**

- Must be able to work outside in the elements, including all seasons
- Position routinely requires the ability to lift up to 30+ pounds
- Standing and walking 75% of the time

The above job duties and responsibilities describe the general nature and level of work for this position, but it is not intended as an exclusive or all-inclusive inventory of all duties required by employees in this job.

To apply, please email a copy of resume to [jobs@heritagega.org](mailto:jobs@heritagega.org)