HOSTELLING INTERNATIONAL

HI- Portland, Hawthorne District
American Youth Hostels

3031 SE Hawthorne Blvd. Portland, OR 97214
voice: (503) 236-3380 fax: (503) 236-7940
hip@portlandhostel.org www.portlandhostel.org

JOB DESCRIPTION
Part-time, Front Desk Staff/Cleaner

OBJECTIVE:
Create a friendly, safe, clean and hospitable environment for all hostel guests.

Principle Duties and Responsibilities:

- Attention to detail
- Ability to multi-task efficiently
- Keep accurate reservations
- Proficient in computer reservations system
- Check hostellers in
- Answer the phone
- Light office duties
- Maintain cleanliness & laundry standards
- Assist with questions about Portland and what to do
- Various minor chores such as gardening, painting, etc.
- Help with occasional programming events during shifts.
- Work at least one cleaning shift/week
- Other duties as assigned

Requirements include:

- Have a mature work ethic
- Friendly attitude & enjoy working with people
- Love of traveling
- Commitment to environmental issues and community involvement
- Considerate of persons of different backgrounds, lifestyles, & situations
- Able to deal with problem situations effectively
- Able to communicate effectively with other staff, guests and management
- Able to work 3 to 4 shifts per week, either 8am-3:15 or 3pm-10:15.front desk or 11am- 4 cleaner shifts (about 20- 25 hours/week)
- Able to fill in for other staff
- Background in hostelling and hospitality encouraged
- Able to lift up to 50 lbs (mop buckets)

Supervision
Reports to and is supervised by the Hostel Manager

Wages and Compensation
Free annual HI-USA membership

TO APPLY
Please submit a brief cover letter with your resume to gm.hawthorne@hiusa.org referencing **Front Staff/Cleaning Associate** in the subject line of your email. No phone calls please. Applications without Resume, Cover Letter and Additional Questions will not be considered.

HI USA is an Equal Opportunity Employer.