Seasonal Job Opening: Hospitality Assistant

Temporary job opportunity at the University of Southern California Wrigley Institute for Environmental Studies Wrigley Marine Science Center, Catalina Island

Position: Seasonal Hospitality Assistant (March – October 2019)

The USC Wrigley Institute for Environmental Studies (WIES) is seeking an experienced, dedicated, customer-service oriented individual to serve as their Hospitality Assistant at the USC Wrigley Marine Science Center (WMSC) on Catalina Island.

Job description: The Hospitality Assistant is a seasonal full-time position at the Wrigley Marine Science Center on Catalina Island (near the town of Two Harbors). Working closely with the WIES Kitchen and Housekeeping Departments, the Assistant will be an integral part of the on-island hospitality team, working to ensure the facilities are ready and available for visiting groups of students and researchers to further the Institute’s mission of encouraging and cultivating environmentally responsible habits and decisions.

Specific job duties:
- Assisting in meal production and service as directed
- Custodial services, such as dusting, scrubbing, sweeping, vacuuming, linen replacement, polishing, and mopping of assigned guest rooms
- Linen service, including washing, drying, sorting, folding
- Ensuring cleanliness of the work area and equipment
- Washing all utensils, glassware and dish ware, and storing same correctly
- Sorting and removing trash and garbage to dumpster
- Cleaning pots, pans, and other cooking equipment by hand while following proper washing techniques

Qualifications:
Minimum of 2 years of experience in foodservice and/or custodial work
Current unrestricted CA Driver’s License
CA Food Handler’s Permit
Strong customer service skills
Ability to work as part of a team
Energetic, self-motivated attitude
Excellent oral communication skills

Hours: 9:00AM – 1:30PM / 4:30PM – 7:30PM five days a week. Weekend work is required.

Work location: Wrigley Marine Science Center, Catalina Island, CA. This position requires living on Catalina.

Please send a resume and a cover letter to Karen Erickson at klericks@usc.edu

Position is not eligible for USC benefits and is open until filled.

If you have any questions, please contact Karen Erickson at klericks@usc.edu