

Stratford Hall
483 Great House Road
Stratford, VA 22558

JOB DESCRIPTION

Department:	Lodging	Position:	Hospitality Associate
Reports to:	Hospitality Manager	Fair Labor Standards Act:	Non-exempt
Term:	Part-time/Hourly	Hours per week:	25-30

Position Objective:

Stratford Hall is seeking a dedicated and professional hospitality associate to join our organization. Various duties include vacuuming, mopping, surface cleaning, dusting, trash removal, and laundering linens. Occasional responsibilities include clerical duties within reservations. Candidates must be punctual, thorough yet quick, eager to learn, and personable with guests and colleagues.

General Statement of Duties:

- Responsible for cleaning and preparing guest rooms, cabins, and designated public areas.
- Manage laundry, stock, and inventory.
- Report maintenance issues, safety hazards, accidents, or injuries directly to management.
- Maintain all cleaning equipment, supplies, and products; ensure safe and sanitary storage and care of products.
- Assist with office duties within the lodging department, as needed.
- Work on designated holidays and assist with special events.
- Maintain scheduled hours apart from approved overtime for special events.
- Follow all organization safety and security procedures.

Education and Qualifications:

- High School diploma or equivalent
- Housekeeping or customer service experience preferred

Skills and Specifications:

- Ability to lift, pull, and carry 25+ pounds.
- Ability to walk extended periods of time and distances.
- Maintain professional behavior with the ability to work with limited supervision.
- Maintain cleaning standards consistently throughout guest areas.
- Ability to communicate effectively.
- Must have flexible availability, including weekends and holidays.

Who we are:

Stratford Hall is a National Historic Landmark located in Westmoreland County, VA, nestled along the Potomac River. A publicly accessible museum and historic site for over ninety years and home to the only two brothers to have signed the Declaration of Independence, Stratford Hall will leverage the upcoming 250 Anniversary of our nation to reintroduce our broad and diverse stories to our communities and stakeholders. A model of historic preservation and land conservation, Stratford Hall contributes actively to the Northern Neck community and encourages applications from

strategic thinkers committed to joining this collaborative and dynamic leadership team as we implement transformative strategic and campus master plans for the 1,800-acre historic preserve.

What We Offer:

Stratford Hall offers a competitive hourly rate for the non-profit sector. We are an Equal Opportunity Employer committed to creating an inclusive and collaborative culture among our staff, which we believe is critical to advancing our mission. Prospects interested in helping to ensure Stratford Hall remains relevant for future generations and in making a difference at our historic site, in our field, and to our community are encouraged to apply. For more information about our organization please visit www.stratfordhall.org