PART-TIME HOSPITALITY ASSISTANT

**Note that this position can be physically demanding (lifting, bending, and or reaching) and will require lifting up to 25lbs.*

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact.

We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is looking for a part-time hospitality assistant to join the team 2-3 days/week. The primary role of this position is to help maintain the cleanliness and organization of our office and guesthomes, helping with events, decor, and small errands. This role reports directly to the Hospitality & Events Manager

Skills & responsibilities for this position include but are not limited to:

NEEDED SKILLS

- Warm, hospitable presence
- Can multi-task well
- Strong attention to detail and a desire to do
- Exceptional organizational skills
- Great time management skills and the ability to prioritize multiple tasks
- Self-starter who can recognize what things need to be done with very little supervision or direction
- Able to work both independently and as part of a team
- Comfortable performing hands-on cleaning, organizing, decorating, and event preparation

DUTIES & RESPONSIBILITIES

- Support the Hospitality & Events Manager with day-to-day hospitality needs across the campus
- Help clean, organize, prepare, and reset guest houses before and after guests
- Keep guest houses stocked with appropriate food, toiletries, linens, supplies, and hospitality items
- Keep common spaces clean, organized, stocked, welcoming, and visually appealing

- Assist with routine and detailed cleaning, including kitchens, bathrooms, bedrooms, living spaces, and other hospitality areas
- Help with laundry, linens, bedding, and room preparation as needed
- Assist with organizing storage spaces, hospitality supplies, decorations, linens, and inventory
- Help decorate and arrange guest houses, common spaces, meeting areas, and event spaces under the direction of the Hospitality & Events Manager

PHYSICAL REQUIREMENTS

This is an active, hands-on role that involves helping create and maintain beautiful, clean, organized, and welcoming spaces throughout our campus. We are looking for someone who enjoys staying active and working with their hands.

- Comfortable being on their feet throughout the day, including walking, standing, bending, reaching, and moving between different areas of campus
- Willing and able to assist with everyday cleaning tasks such as making beds, changing linens, vacuuming, mopping, dusting, etc.
- Able to lift, carry, and organize hospitality supplies, decorations, and other items weighing up to 25 pounds.