



## Hospitality Job Description

Job Status: Part-Time, Hourly (15 - 30 hours weekly)

Tall Oaks is looking for Summer Staff for the 2026 summer season. The ideal candidate will thrive working with others as a team, both indoors and outdoors, in a fast-paced environment. Flexibility in a dynamic environment with diverse user groups is a must. Tall Oaks Summer Staff interact with all Tall Oaks Management and other summer staff in order to complete job tasks. The summer season is defined as May 15th through August 15th.

### Job Duties

- Housekeeping staff is responsible for cleaning bedrooms, bunkrooms, public and private bathrooms, as well as dining and recreation areas. Other duties include chair and table setup, trash removal, making and stripping beds, and laundering and folding linens. All training, cleaning supplies and equipment will be provided by Tall Oaks.
- Maintenance or Grounds assistance: assisting with maintenance and grounds as needed
- Strong communication skills; communicating with guests and coworkers in order to maintain positive relations with all Tall Oaks groups
- Summer Staff will be assigned 30 -35 hours a week; standard shift is 6 hours operating hours vary based on user group needs.
- Other duties assigned by Director of Hospitality or Executive Director

### Qualifications

- Must be 16 years old before June 1, 2026
- HS diploma preferred
- Ability to lift and move 50 pounds, occasionally.
- Ability to address stressful situations appropriately in a fast-paced, interactive environment.
- Ability to work in an outdoor environment

### Benefits

- Housing on campus available from May-Aug, if requested, for those over 18 years of age
- On-site meals when groups are present on campus
- Paid Training and necessary certifications provided by Tall Oaks
- Use of recreational facilities when groups are not on campus, fire pits, and scheduled use of other areas.