

# HOT JOBS

## Bethel Woods Center for the Arts

**Overview:** Bethel Woods Center for the Arts is seeking Concert Housekeeping and Parking Staff for their 2022 Concert Season.

### Concert Housekeeping

Bethel Woods Housekeeping Staff are responsible for maintaining a clean and safe environment for all Bethel Woods guests, staff and volunteers. We are seeking courteous individuals with strong customer service skills, patience and critical thinking skills for the upcoming 2022 season. We welcome candidates who have strong organizational and customer service skills.

Responsibilities:

Bethel Woods Housekeeping Staff are responsible for: general maintenance and cleanliness of Bethel Woods' grounds, buildings, properties and Museum; providing assistance and guidance to guests; maintaining all cleaning equipment and materials in a safe and sanitary working condition; informing guests of Bethel Woods; policies and procedures, and reporting misconduct; and respond promptly to requests for housekeeping assistance.

### **Minimum Qualifications:**

Ability to interact and communicate effectively with guests.

Ability to interact with the public in a direct and professional manner.

Ability to perform the essential functions of the position with or without reasonable accommodation.

Ability to work accurately with attention to detail in crowded environment.

Ability to continuously stand or walk.

Quality Standards:

Quality is meeting and/or exceeding our customer and Bethel Woods Center for the Arts expectations and high standards for service. Bethel Woods Staff:

Always come to work and are on time.

Have a neat and professional appearance.

Have a friendly and courteous demeanor.

Have strong communication skills.

Understand and successfully execute the job duties.

Are capable of handling typical issues and problems professionally.

### Parking Staff

Bethel Woods Parking Staff are the first staff guests see when they arrive and the last they see as they leave the venue. We are seeking courteous individuals with strong customer service skills, patience and critical thinking skills for the upcoming 2019 season. We welcome candidates who have strong organizational and customer service skills.

### **Responsibilities:**

Bethel Woods Parking Attendants are responsible for: directing and coordinating all inbound and outbound vehicular traffic; providing assistance and guidance to guests as they enter and leave the parking lots; efficient and safe operation of all parking lots; informing guests of Bethel Woods policies and procedures, and reporting misconduct; lift, position and remove barricades as required; and review credentials and direct guests to the appropriate lots/locations

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**Apply:** To begin the process interested applicants, should submit a completed application to [hr@bethelwoodscenter.org](mailto:hr@bethelwoodscenter.org), or via mail to:

Attn: Human Resources

Bethel Woods Center for the Arts

P.O. Box 222

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