



Position Title: Operations Assistant

Heritage House seeks to hire a dependable, organized, and personable individual to assist with inn operations, café support, and occasional events. This role is a great fit for someone who enjoys varied work in a historic property and is interested in supporting guest experiences, café operations, and property upkeep.

How to Apply:

To be considered, applicants must complete our application found [here](#), on our webpage.

Compensation:

\$14.50 per hour.

Also, special event work is available and compensated at a higher hourly rate of \$15/hour; pooled event gratuity may be provided, additionally, if the event client offers them.

Summary:

The Operations Assistant is responsible for supporting the inn, café, and event operations. Primary responsibilities include housekeeping of inn guest rooms, back-of-house café work, and maintaining clean and organized spaces throughout the property. Optional event support may be assigned based on availability and staffing needs.

Schedule:

- Primarily Thursday through Monday, approximately 10:30 AM – 2:30 PM (Guest checkout time is 11:00 AM; check-in is 3:00 PM)
- Schedule may vary based on operational needs
- Optional event shifts may occur outside standard hours; staff will be notified in advance

Duties & Responsibilities:

Inn Housekeeping & Guest Services

- Clean and prepare guest rooms in accordance with property standards
- Restock linens, toiletries, and amenities
- Maintain cleanliness and organization of hallways, common areas, and guest spaces
- Assist with light guest requests as needed

Café Back-of-House Support

- Perform food preparation, dishwashing, bussing, and cleaning of café work areas
- Follow all food safety, sanitation, and handling procedures
- Maintain clean and organized back-of-house and prep spaces

Event Support (Optional)

- Assist with beverage service, guest support, setup, and breakdown during on-site events

- Follow event-specific procedures and direction provided by the owner
- Event work is optional and compensated at \$15/hour plus pooled gratuities if provided

Physical & Environmental Requirements

- Ability to stand for long periods and lift up to 40 lbs, with or without reasonable accommodation
- Work in a fast-paced, sometimes noisy environment
- Perform repetitive movements such as bending, stretching, and reaching
- Handle cleaning equipment, hot surfaces, and liquids safely

Minimum Qualifications

- Previous experience in housekeeping, hospitality, or similar operations preferred
- Strong attention to detail and ability to follow procedures
- Excellent communication and teamwork skills
- Reliable and punctual

Preferred Qualifications

- Experience in food service, café support, or event assistance
- Flexibility to support varied operational needs and schedules
- Comfortable working independently with minimal supervision