Job Posting: Weekday Steward
The Elizabethan Club of Yale University
Start Date: August 15, 2018

Job Description

The Elizabethan Club of Yale University is a private literary society located in downtown New Haven adjacent to the Yale campus. The purpose of the Club is to advance the arts and humanities through its innovative programming and historic library. The Club serves as a meeting place for Yale students, faculty, and staff who meet seven days a week during the academic year for tea and conversation, as well as occasional evening lectures and musical events.

The Club is currently seeking a full-time Weekday Steward who will have the following responsibilities:

- Prepare and oversee tea service Monday-Friday during the academic year
- Provide food and drink during evening committee meetings, Club nights, and occasional special events
- Receive deliveries and workers
- Keep the Clubhouse in good order
- Monitor the Clubhouse and grounds and report needed repairs to the Club leadership
- Welcome new members and introduce them to the House Rules
- Ensure that proper decorum is maintained and House Rules are followed
- Coordinate as needed with the Weekend Steward to ensure a consistent level of service
- Work with a part-time assistant during certain teas and special events

The Weekday Steward plays an important role in advancing the Club’s engaging community. As such, the Weekday Steward must be comfortable in social situations—friendly and welcoming, but also able to enforce the rules of the Club. The Weekday Steward reports to
the Club’s Board of Incorporators through the Chair of the Club’s House Committee. The Weekday Steward will work in collaboration with the Club administrator.

**Total Hours to be Worked:**

During the academic year: 37.5 hours weekly, generally between 12-7 with occasional additional evening hours. The Weekday Steward must be present for tea preparation and service Monday through Friday from 2-7. During summers, the Weekday Steward will generally work Monday through Friday from 8-4.

**Salary:** Commensurate with experience beginning at $44,000.

**Preferred Experience:**

Hospitality, catering, private club and/or domestic service experience.

**Skills:**

The Weekday Steward should possess basic food preparation skills and written and spoken fluency in English.

**Benefits:**

The Weekday Steward will receive benefits applicable to clerical and technical employees at Yale, including health benefits through the Yale Health Plan and four weeks of paid vacation annually, which must be used outside of the Yale academic term.

**Application Process:**

Applicants should submit a cover letter, resume, and a list of references to eliz.club@yale.edu no later than July 15. Select applicants will be invited to one or more in-person interviews. Applications will be reviewed as they are received and interviews will be offered on a rolling basis. All offers are contingent upon the successful completion of a background check.
Non-Discrimination Policy:

The Elizabethan Club of Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual’s sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does it discriminate on the basis of sexual orientation or gender identity or expression.