Weekend 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 part-time Weekend Steward who will have the following responsibilities:

• Prepare and oversee tea service Saturdays and Sundays during the academic year
• 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 Weekday Steward to ensure a consistent level of service
• Work with a part-time assistant during occasional teas and special events

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

10 hours weekly during the Yale academic year, plus two weekends at the beginning of Summer. The Weekend Steward must be present for tea preparation and service Saturday and Sunday from 2-7. Tea is not served during Yale vacations (including Fall, Thanksgiving, Winter, Spring, and Summer Vacations).

Salary: $30/hour.

Preferred Experience:

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

Skills:

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

Benefits:

This position is not eligible for benefits.

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.