



# Harbin's Employment Overview

Harbin's unique retreat facility requires a broad diversity of talent to maintain its operations and non-profit activities.

We depend on the service of our resident employees and support staff to fulfill their work commitments in order to manifest Harbin's highest potentials.



Our area of greatest service is providing a restorative space for retreat and renewal. This requires substantial efforts from many departments. Each of these is an entry point for new candidates and staff. Below is an abbreviated description of some of the types and "flavors" of labor we seek.

**RECEPTION STAFF:** Able to respond to customer queries, handle monetary transactions, book reservations and stay present with the guests and residents while providing graceful and knowledgeable customer service.

**POOL STAFF:** Ability to clean our pools and pool area impeccably; ability to lift and use hoses, and to interact with guests in a pleasant and clear manner.

**HOUSEKEEPING STAFF:** Our housekeepers are thorough cleaners who care about creating a beautiful space for our guests. We look for individuals who are capable of walking up and down stairs, hills and pathways, and lifting laundry bundles that can approach 10-15 lbs. Great customer service skills and attention to detail are valued.

**HEALTH SERVICE STAFF:** The Health Service desk staff assists guests in selecting and booking massage and health treatments. They are courteous and present individuals with great phone and computer skills. A strong understanding of alternative health modalities is helpful as well as the ability to work in a team and correctly balance daily reports.

**RESTAURANT, HEALTH FOOD STORE AND CAFÉ STAFF:** A wide variety of positions exist in these three separate areas. All of them require skills to interact with our guests courteously and helpfully. These positions often necessitate periods of standing, preparing food, lifting and transporting produce (15-30 pounds), maintaining a clean workplace, dishwashing, meeting safety and sanitation codes, utilizing and balancing cash registers.

**OTHER DEPARTMENTS INCLUDE:** Accounting; Auto Shop; Electric; IT & Computers; Landscaping & Garden; Maintenance; Security, and more. Positions in these departments arise less frequently.

\*Previous experience in these or similar positions is well regarded \*\* Harbin is an equal opportunity employer.

