



Hospital Hospitality House


of Southwest Michigan

Join the Team!


Employment Opportunity

 Guest Support Staff


What We Do

 We make it easier for families to support their loved one receiving medical care by providing a homelike, comforting place to stay. To learn more, go to www.hhhkz.org

What it's Like to Work Here

 Our fun and flexible work environment embraces a culture of gratitude, collaboration, compassion, and learning and growing together. We are team-oriented, and everyone pitches in to provide exceptional guest service. The physical house interior is warm and welcoming for staff and guests.

Location

 Hospital Hospitality House has two modern and accessible facilities in Kalamazoo – one near Ascension Borgess Hospital on Henson Avenue and one near Bronson Methodist Hospital on Burdick Street.

Summary of Responsibilities

It's not just a job. When you join our team, you help make a difference in the lives of hospital patients and their caregivers by providing comfort, community, and accommodations. Primary duties include:

- Facilitate a home-like, nurturing, and sensitive environment that supports individuals and families in medical crisis.
- Welcome guests and provide orientation upon their arrival.
- Answer phones, process referrals from hospitals, and take messages.

- Update computer records of current guests and available rooms/beds.
- Perform housekeeping tasks and help maintain our high standard of cleanliness and safety.

Hours

Hospital Hospitality House is open 24 hours a day, seven days a week. We are looking for people to work various shifts, including days, overnights, weekends, and holidays.

Pay

\$15.00 per hour.

Perks

- Private room for staff to relax, study, or sleep (overnights).
- Free meals and snacks.
- High-speeded wireless Internet.
- Flexible work schedules.
- Employee Assistance and Wellness Program.
- Paid time off (PTO)
- Awesome opportunity for students, retirees, and anyone pursuing a hospitality or healthcare career – or you just have a passion for our mission.

Apply

To apply, complete our online application at www.hhhswm.org/gss-application

For a complete job description, go to www.hhhswm.org/supportstaff

If you have any questions about this position, please call 269-341-7811.

*Hospital Hospitality House of Southwest Michigan is an equal-opportunity employer.
We value diversity, equity, inclusion, and belonging.*

