

Summer Gift Shop Staff

Start Date: June 3, 2018

End Date: August 11, 2018

POSITION SUMMARY

The primary responsibilities of the Office Assistant are to serve as needed in the front office through related tasks to ensure professional communication, service, and demeanor both internally and externally. Responsible for the operation of the Gift Shop and Coffee Cart.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for guests' care, safety, and wellbeing
- Ensure that the guest needs are met at all times
- Look for and make use of teachable moments
- Pray for the staff, campers, and churches
- Participate in staff Bible studies
- Assist with wild land fire emergencies
- Keep regular, timely attendance while maintaining a clean, safe and unobstructed workplace
- Regularly required to stand, sit, walk, use hands to handle or grasp, reach with hands and arms, talk. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl. May be required to lift a minimum of 25 pounds.
- Overlap into other areas of camp may occur as directed by supervisor.
- Make sure that Gift Shop is stocked and clean prior to opening
- Open and run the Gift Shop/Coffee Cart at the scheduled times: man the cash register, make drinks, provide accurate change
- Responsible for counting and balancing cash register and depositing earnings
- Maintain an inventory of supplies and Gift Shop items, notifying the Guest Services Manager of any items that need to be ordered
- Responsible to use screen printing equipment to print T-shirts for the Gift Shop as needed
- Assist in the front office as needed including hosting groups, answering phones, data entry, scanning, collating, putting up door signs, and other tasks as assigned by the Guest Services Manager
- Moderate radio communications to and from the office

JOB SKILLS AND QUALIFICATIONS

- Demonstrates a personal relationship with God through Jesus Christ, exercising personal faith through consistent daily living in accordance to God's Word.
- Understands the mission of Palomar Christian Conference Center and is in agreement with its Statement of Faith, and submits all other goals and desires to that main goal.
- Excellent verbal and written communication skills.
- Interpersonal skills such as are required to maintain positive relations with both staff and guests.
- Excellent customer service skills, presenting a professional appearance and demeanor.
- Strong attention to detail and organization while managing multiple priorities.
- Able to lift a minimum of 25 lbs.
- First Aid and CPR certified (will train).
- Ensures that s/he could lead or introduce campers to Jesus Christ as Savior.
- Athletic lifestyle
- Enjoys and relates well with others, exhibiting patience and a strong Christian witness.
- Able to work in a fast-paced environment.
- Proficient in Microsoft Office suite
- Basic skills in data entry
- Able to count money accurately

TYPICAL WORK SCHEDULE

- This position will average 40 hours per week in a five-day workweek.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required by their immediate supervisor to perform duties outside of their normal responsibilities. The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.