



YOUR MOUNTAIN HOME FOR CAMPS, CONFERENCES & EVENTS

24075 E Arrah Wanna Blvd. | Welches, OR 97067 | 503-622-3189  
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## **Job Description: Hospitality Crew Member**

**Responsible to:** Hospitality Director (HD) & Assistant Hospitality Directors (AHD)

**Qualifications:** Experience in commercial food service & customer service

**Pay:** Starting at \$14.00 per hour with options to increase based on performance

**Contact:** Raquel Alvarado | [hospitality@camparrahwanna.org](mailto:hospitality@camparrahwanna.org) | (323) 335-0914

Camp Arrah Wanna (CAW) is looking for committed, positive, hard-working employees to work in our food service and housekeeping departments, serving our diverse guest groups throughout the year by serving delicious meals and maintaining a clean and tidy facility.

**Hours:** Details of actual weekly schedule will depend on varying needs of our guest groups

**Full-Time & Part-Time** options from April-October

**Part-Time** from November-March (with possibility of full-time work depending on groups)

AM shift = roughly 6:00 am - 2:00 pm

PM shift = roughly 12:00pm - 8:00 pm

Each employee is hired on a 3-week trial period

In consultation with the HD, AHD & Executive Director (ED), and following the guidelines established by the CAW Board of Directors and Oregon Organizational Camp Rules, Hospitality Crew Members will work collaboratively with other staff members to provide:

1. **Responsibilities in Food Service:** receiving direction from HD and/or AHD to complete the following day-to-day tasks:
  - a. Be informed of all Health Department guidelines and requirements regarding safe food handling, preparation, storage, and clean up. Follow these guidelines in the kitchen at all times. A high level of cleanliness must be maintained in all aspects of kitchen operations.
  - b. With instruction from HD and/or AHD, help prepare meals, serve meals in timely manner, then complete appropriate clean-up procedures.
  - c. Take part in training that will communicate the overall goals, policies, and procedures of the CAW kitchen.
  - d. Some specific kitchen tasks will include, but are not limited to: scrubbing, cleaning, and putting away dishes, operating dishwasher, food preparation, food clean-up & storage, kitchen surface & area clean-up, trash removal, mopping, lifting, and other vigorous food-service related tasks.
2. **Responsibilities in Housekeeping:** receiving direction from HD and/or AHD to complete the following day-to-day tasks:
  - a. Carry out housekeeping tasks in a variety of lodgings spread over 50 acres of property: cabins, cottages, motel units, bunk-houses, bathhouses, meeting spaces, etc.
  - b. Some specific tasks include, but are not limited to: vacuuming, dusting, sanitizing, cleaning bathrooms (toilets, showers, sinks, counters), sweeping, laundry service, mopping, trash removal, etc.
  - c. Help maintain housekeeping records and report fix-it requests to HD & AHD
  - d. Help keep housekeeping supplies tidy, chemical data sheets up to date, and all items properly stored according to Oregon Organizational Camp guidelines.

- e. During summer months, housekeeping is primarily carried out by CAW AWSOM Interns, but other employees may be asked to fill in during high-volume turnovers.
- f. From September through May, Hospitality Team members are scheduled weekly depending on the needs of our guest groups.

### **3. Qualifications Include:**

- a. Must be willing to communicate effectively & work well with others
- b. Must be flexible - CAW serves a variety of groups with a variety of needs
- c. Be a "friendly face" to guests while maintaining professionalism
- d. Must be respectful of overall mission of CAW
- e. All employees undergo a criminal background check
- f. Must be respectful & inclusive of diverse staff members and guests, specifically concerning culture, ethnicity, religion, creed, gender, & sexuality. Discrimination of any kind will not be tolerated
- g. Ability to work efficiently in hectic, fast-paced environment
- h. Hold a valid Oregon Food Handler's Card
- i. Have transportation to and from work place.
- j. Must be willing to perform various kinds of tasks in order to accomplish the job & work efficiently with others

### **More about Camp Arrah Wanna:**

CAW is a year-round camp, conference, & retreat center located in Welches, OR. A true non-profit organization started in 1941, we are committed to "providing a beautiful, peaceful and safe environment where people can experience the transforming power of love and find support through healthy relationships and activities." We strive every day to make this the foundation of every service we provide, and our employees are the most crucial part of that mission.

We serve locals and visitors from all over the northwest and beyond: overnight youth & adult camps, conferences, Outdoor School programs, family reunions, and non-profit retreats. We provide meals, lodging, and activities for our guests, which each have different needs and schedules. Therefore, our employees may work in various areas have different weekly schedules.

### **Benefits offered:**

- Discounts on Camper Registration Fees: CAW's Summer, Winter, & Family Programs
- Flexible schedules
- Workplace perks such as food/coffee and flexible work schedules
- Working with a team of people who genuinely love to care for others

### **Hours per week:**

- 10-19
- 20-29
- 30-39

### **Working days:**

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

### **COVID-19 considerations:**

CAW employees will be following any and all state-mandated COVID-19 protocols