

Summer Accommodations Staff

Start Date: June 3, 2018

End Date: August 11, 2018

POSITION SUMMARY

The primary responsibilities of the Accommodations Associate are to perform any combination of cleaning duties to maintain Palomar Christian Conference Center in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and bathrooms, and vacuuming. As part of the Accommodations Staff you will also be expected to run activities when we have guest groups present.

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.
- Clean rooms, dorms, bathrooms, and other work areas so that health standards are met.
- Keep storage areas well-stocked, clean and tidy
- Notify Accommodations Manager of needed repairs or safety issues
- Maintain an inventory of supplies; notifying the Accommodations Manager of any items that need to be ordered
- Assist in the running of various activities such as paintball, archery, rifles, zip line, high ropes, pool, etc. This includes setting up the activity, instructing and supervising guests as they perform the activity, and cleaning up/taking down the activities when finished.
- Responsible to accept money for activities and give accurate change. Responsible to drop money into safe at the end of the day.

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.
- Good customer service skills, presenting a professional appearance and demeanor.
- Strong attention to detail and organization while managing multiple priorities.
- 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.
- Must be able to lift up to 50 lbs. on an occasional basis. Must be able to stand for a minimum of 2 hours. Able to climb, squat, bend at the waist, grip and perform repetitive hand motions.

TYPICAL WORK SCHEDULE

- This position will average 40 hours 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.