



HOSPITALITY ASSISTANT POSITION DESCRIPTION

Revised April 2018

Position Purpose

To assist with the on-site operations of the camp as it pertains to season of employment.

Requirements

A successful candidate must be flexible/adaptable, a *team* player, a self-starter, and someone who enjoys light-hearted moments and a good challenge. As ministry is a work in progress, the individual needs to recognize that job descriptions are somewhat general in nature and need to be viewed with a spirit that is adaptable to change, for the sake of the bigger ministry picture. As such, s/he should possess strong interpersonal skills and have a heart that both experiences and shares the love of the Lord. The ability to function as a servant-leader is assumed.

It should be understood that Camp Perkins is located in 46 miles from the nearest town in the beautiful, but rugged Sawtooth Mountains which are generally covered with 3-5 feet of snow from December through early to mid-April. Though this can be an incredibly beautiful environment in which to work and recreate, this can also be an isolating environment at times. Most interaction will be with a small team on-site with guest and retreat groups joining the community on most weekends.

Responsibilities

- ◆ To assist with the operational procedures in the following areas:
 1. Housekeeping
 - a. Clean and prepare facilities for retreat events.
 - b. Ensure that all housekeeping supplies and paper products are fully stocked in all areas (Retreat Center closets and basement, Lodge, Shower Houses, etc.).
 - c. Complete laundry services.
 - d. Haul trash to dumpster on a regular basis.
 - e. Continually ensure that facilities are stocked and clean during the event.
 2. Food Service
 - a. Assist the head cook as directed by preparing and serving meals for guests and washing dishes.
 - b. Enforce and follow all State Health Codes.
 3. Maintenance
 - a. Perform all maintenance duties as directed.
 - b. Ensure that all routine and preventative maintenance is being completed on the appropriate schedule.
 - c. Keep the front and back Retreat Center decks and Shop driveway clear of snow.
 - d. Maintain snow vehicles to peak performance.
 4. Programming Support: Provide for program support as needed and directed by the camp's Program Director.
 5. Retreat Hosting as needed.
 - a. Ensure that the needs of retreat guests are being met.
 - b. Provide for a welcome orientation to each retreat group as they begin their retreat event.
- ◆ Meet regularly with the Camp Director making reports and recommendations.
- ◆ Maintain the appearance of all facilities and storage areas.
- ◆ Take inventory as directed.
- ◆ Assist in running the Camp Store operations.
- ◆ Professionally represent the camp to its guest users.
- ◆ Avail oneself to department heads as necessary to carry on an integrated and efficient total ministry.
- ◆ Abide by all established Hospitality Assistant personnel policies.
- ◆ Attend all staff meetings as necessary.
- ◆ Complete additional tasks as assigned.

Organizational Relationships

- ◆ The direct supervision responsibility of all staff members is the responsibility of the Executive Director.
- ◆ Hospitality Assistant will also take direction from other full-time employees of the camp as deemed necessary.
- ◆ Hospitality Assistant will be co-equal with each other and shall work together in a team relationship.

COMPENSATION:

- A stipend per full day of work, plus housing, utilities, and meals are included
- Hospitality Assistant can expect to serve 50 or more hours weekly, and generally receive two days off each week. The "normal work week" for this position often includes working Friday through Sunday and days off are often not in succession.