

Calvin Crest Conferences
Job Description – Accommodations Associate
Updated 2/16/2017

Direct Report To:

Accommodations Manager and Director of Buildings and Grounds

Status:

Full Time Non Exempt

Purpose:

To follow the Guest Services Director plan for Calvin Crest's presentation of the grounds to guests and campers. To be directly involved in Calvin Crest's hospitable treatment of guest groups; welcoming and serving them as required or requested. Be able to work a morning or evening shift. Able to maintain our facilities and work alongside other Accommodations team members when Accommodations Manager is not on duty. To develop a clear understanding of Calvin Crest Conferences' goals, objectives and opportunities. To be aligned with Calvin Crest's program, service, constituent and mission plan needs. To participate in the spiritual life of Calvin Crest Conferences.

Responsibilities:

- Follow Director of Operations plans for upkeep of the grounds.
- Able to prioritize tasks appropriately with input and direction from the Director of Operations.
- Ability to work without constant supervision, maintaining accountability.
- Proactive problem solving abilities.
- Personal initiative, ability to understand and embrace the mission vision and purpose.
- Desire to continue to grow and accept more organizational responsibility.
- Able to serve diverse cultures and socio-economic groups so that all are accepted and included.
- Personal neatness, dependability, honesty, congeniality and work schedule flexibility.
- Clean, prepare and maintain all lodging, meeting, dining hall and restroom facilities for guest use.
- Be responsive hosts to guest groups or Calvin Crest event participants, to meet their needs during events and activities.
- Able to guide guests through meals, managing portion sizes and guest needs
- Keep the facilities and grounds clean, trash in dumpsters, and equipment properly stored.
- Move equipment as needed to serve guest groups.
- Maintain Accommodations equipment.

Qualifications:

- Applicants must have an evident Christian faith.
- High School degree or equivalent
- Previous experience or familiarity with Calvin Crest preferred.
- Experienced and able to use a computer and the following: Google Docs, Google Sheets, and Google Presentations
- Able to be on ones feet for a maximum of 8 hours a day
- Able to lift object weighing up to fifty pounds
- Able to drive a variety of vehicles
- Ability to work without direct, constant supervision, maintaining accountability.
- Creative, proactive problem solving abilities; displays positive attitude
- Ability to communicate effectively, verbally, in writing, one on one, or in a group setting.
- Desire to continue to grow and accept more organizational responsibility.
- Able to serve diverse cultures and socio-economic groups so that all are accepted and included.
- Personal initiative, self-starter, able to work independently, and work well with a group

- Personal neatness, dependability, honesty, congeniality and work schedule flexibility

Expectations:

- Have knowledge of the organization, its purposes and its policies
- Attend all staff meetings, participate in community events, weekly Bible studies, and be active as a volunteer in Oakhurst and the surrounding area
- Act as an ambassador for Calvin Crest
- Has a clear and evident Christian faith
- Act with professionalism, stewardship, responsibility, and accountability
- Maintain and nurture healthy guest, co-worker and supervisor relationships.
- Able to accept constructive criticism
- Respect and adhere to principles of confidentiality in all Calvin Crest matters, including those involving customers, donors, and organizational affairs.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

Nondiscrimination:

Please refer to the Employee Manual on our statement about Calvin Crest Conferences as an Equal Opportunity Employer.

Work Hours:

Normal working shifts are 6:00 am to 3:00 pm, 9:00 am to 6:00 pm, 11:00 am to 8:00 pm, evenings and weekends as scheduled or needed, with exchange time off for time worked during holidays.

Evaluation:

The Director of Buildings and Grounds will prepare an annual review. The review will be based on achievement of goals and objectives previously agreed upon, and subjective evaluation regarding overall performance. Changes to compensation and benefit package will be based upon this review and other economic factors, and approved by the Executive Director.

Furlough:

In the event that Calvin Crest's financial circumstances make it necessary, you may be required to take unpaid leave (furlough days) for one or more days.

Pay and Benefits:

Please refer to the employee manual for pay and the benefits of working at Calvin Crest.