

PCCC Job Description

THIS FORM MUST BE COMPLETED FOR ALL STAFF

(Must be submitted to HR before first day of work)



Name:

Position: Office Assistant – Summer Seasonal

Reports To: Guest Services Manager

Date Revised: 9/29/20

FLSA Status: NON-EXEMPT

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

- Assist in the front office as needed including hosting groups, answering phones, data entry, scanning, collating, posting door signs, and other tasks as assigned by the Guest Services Manager.
- Deliver exceptional customer service to enhance guest satisfaction.
- Make sure that Gift Shop is stocked and clean prior to opening.
- Open and run the Gift Shop/Coffee Cart at the scheduled times: work the cash register, make various coffee beverages, and 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.
- Use screen printing equipment to print T-shirts for the Gift Shop as needed.
- Conduct moderate radio communications to and from the office.
- Responsible for guests' care, safety, and wellbeing ensuring that the guest's needs are met at all times.
- Overlap into other areas of camp may occur as directed by supervisor.
- Assist with wild land fire emergencies.
- Keep regular, timely attendance while maintaining a clean, safe, and unobstructed workplace.

* These duties are not exhaustive; with consideration of the job requirements and employee's skills, this job description may be amended at the discretion of the employee's immediate supervisor.

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.
- Ensures that she/he could lead or introduce campers to Jesus Christ as Savior.
- Enjoys and relates well with others, exhibiting patience and a strong Christian witness.
- 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.
- 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.
- First Aid and CPR certified (will provide training).
- 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

- 8 hours per day, 40 hours per week

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.

I have read and received a copy of my job description. I understand this overrides any previous written or verbal communications I have received. I further understand that I am expected to follow my job as is outlined and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Print: _____ Sign: _____ Date: _____