

## PCCC Job Description

### **THIS FORM MUST BE COMPLETED FOR ALL STAFF**

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



**Position:** Accommodations Associate with A/V Experience – Full Time  
**Reports To:** Accommodations Manager

**Date Revised:** 11/18/22  
**FLSA Status:** Non-Exempt

## 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, facilitating activities to foster a fun and Christ-centered experience, and taking the lead with the audio/visual needs of PCCC and our guests. Duties include making beds, replenishing linens, cleaning rooms and bathrooms, and vacuuming; running activities when we have guest groups present; assisting guests with the audio/visual needs and helping maintain and improve PCCC's equipment.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain and improve PCCC's audio/visual equipment
- Assist guests with their audio/visual needs and requests
- 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.
- Ensures that the guest's needs are met at all times.
- 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 record earnings and drop money into safe at the end of the day.
- Regularly required to stand, sit, walk, use hands to handle or grasp, reach with hands and arms, and talk.
- Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- Assist in facilitating and cleaning activity areas as directed by the Accommodations Manager.
- Keep regular, timely attendance while maintaining a clean, safe, and unobstructed workplace.
- Must take part in the fire evacuation plan for the specific area assigned.
- The employee must accept the lodging from PCCC as a condition of employment in order to carry out responsibilities as outlined in the fire evacuation plan. The employee would not be able to perform this service without the lodging. (It is for the convenience of the employer).

\* 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.
- 2 summers of experience with audio/visual skills at a camp, church, or business is preferred.
- 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 and presents a professional appearance and demeanor.
- Strong attention to detail and organization while managing multiple priorities.
- First Aid and CPR certified (will provide training).
- Ability to introduce or lead campers to Jesus Christ as Savior.
- 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**

- 8 hours a day, 40 hours a week as needed

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: \_\_\_\_\_