

## ECOLA PART TIME JOB DESCRIPTION

**POSITION:** Part-time floater

**RATE OF PAY:** \$6.75 per hour

**SUPERVISOR:** Human Resources Assistant

### **DESCRIPTION:**

Ecola part-time (EPT) staff will work 10-25 hours per week in all areas of conference operations. Work schedules will not conflict with class times, outreaches, or any mandatory school function. All other requests for time off must be approved by the human resources assistant in advance. EPT staff will be expected to work weekends, including Sunday mornings. EPT staff will not be expected to work during the winter and spring term breaks.

### **SPECIFIC RESPONSIBILITIES:**

- Work 10 -25 hours per week, including weekends and holidays.
- Dining room - waiting on tables, setting and clearing tables
- Housekeeping - cleaning, vacuuming, making beds, sanitizing bathrooms
- Dish room - washing dishes, setting up and clearing staff meals
- Recreation Center – staffing the game desk, checking out game equipment
- Other duties as assigned.

### **QUALIFICATIONS / SKILLS REQUIRED:**

- A Christian in agreement with CBCC statement of faith.
- An understanding of the purpose and goals of this ministry.
- A desire to serve our guests.
- Physically fit and able to perform the duties required in Food Service, Accommodations, or other areas as needed which may include frequent stooping, bending, and lifting up to 50 lb.
- Flexible and dependable.
- Willing to learn and receive training.
- Respectful, cooperative, service oriented.
- A desire to be a part of this ministry as a service unto the Lord.

*Interested applicants should contact the human resources office of the Cannon Beach Conference Center at (503) 436-1501 or e-mail: [dana.jones@cbcc.net](mailto:dana.jones@cbcc.net)*