

Cannon Beach Conference Center

Job Description



Job Title: Conference Assistant

Department: Floater Pay range: \$32-40/8 hr day + housing
Reports to: Human Resources Manager Category: Conference Assistant
Revised: January 2019

General Position Summary

Serve in all departments as assigned and support each department in reaching service goals to meet the expectations of our guests.

Essential Functions/Major Responsibilities:

- Housekeeping – includes cleaning guest rooms, towel changes, meeting room setup, and other facility cleaning.
 - Food services – includes wait staff, dishes, kitchen, and Coach House.
 - Program – includes preschool, afterschool, and recreation center.
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Secondary Responsibilities:

- Additional areas of service may include book store, administrative, and grounds.
 - Completing assigned house chores in a timely manner.
 - All other duties as assigned.
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Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ.
- Able to work well both individually and in a team environment.
- Able to receive instruction and feedback with desire for constant improvement.
- Able to work a flexible schedule in a variety of areas including split shifts, weekends, and holidays.
- Able to live in a group housing setting and comply with all group housing rules and expectations.
- A strong commitment to providing excellent customer service.
- A desire to be part of this ministry as a service unto the Lord and not merely a job.
- Strength and stamina to perform physically demanding duties for 6-10 hours each day.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

Physical Demands:

Sit	<u>2</u>	Consecutive hours	<u>2-4</u>	Total hours per day	
Stand/Walk	<u>3</u>	Consecutive hours	<u>6-10</u>	Total hours per day	
Employee may alternate between sit/stand every <u>2</u> hours.					
<input type="checkbox"/> Only uses left hand/arm <input type="checkbox"/> Only uses right hand/arm <input checked="" type="checkbox"/> Uses both hands/arms					
		None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Twist		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb/stairs		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying 11-20 lbs.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	50 - 250 yds				
*Key					
Occasionally		Frequently		Continuously	
3 hours or less		3-6 hours		6-8 hours	
1-33% of day		34-66% of day		67-100% of day	
20 x per hour or less		20-120 x per hour		More than 120 x per hour	
60 x per day or less		60-720 x per day		More than 720 x per day	