

Cannon Beach Conference Center

Job Description



Job Title: **Ecola Creek Lodge Supervisor**

Department: Ecola Creek Lodge Pay range: _____

Reports to: Executive Director Category: Salaried, exempt

Date approved: December 2023

General Position Summary

Responsible for the effective operation of the Ecola Creek Lodge motel as a ministry extension of CBCC.

Essential Functions/Major Responsibilities:

- Coordinate coverage of the front desk and work the front desk as needed during agreed upon hours in order to process reservations and check in/out guests.
- Hire, supervise, coordinate schedules and direct staff to accommodate guest needs, including servicing rooms, checking in/out, taking reservations and payments, etc. Be prepared to help with whatever cleaning or minor repair work is needed to service guests in an excellent manner.
- Coordinate finances with CBCC business office (or designated bookkeeper), including daily closeouts, payroll, accounts payable/receivable, etc.
- Coordinate the use of outside vendors/sub-contractors or CBCC staff as needed to service guests and the facility and coordinate repairs, marketing/advertising and personnel needs with CBCC management.
- Develop and maintain a facilities improvement and depreciation plan on an annual basis.
- Operate within an agreed upon budget.
- Report to the CBCC management on a regular basis as to the effectiveness of the motel operation.
- Order/stock necessary supplies in a timely and cost effective manner.
- Oversee security of the property and emergency needs.
- Seek opportunities to be a Christian witness to motel guests, staff and vendors.
- Work to maximize occupancy of motel through effective advertising and promotion and coordinate with CBCC registration re: guest overflow at motel.
- Organizational safety program, as appropriate for public motel.

Secondary Responsibilities:

- Participate in community events/discussions related to motel operation and keep up-to-date on local issues related to the motel.
- All other duties as assigned.

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.

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.
- Experience in hospitality industry (motel and basic business management experience desired), including ability to coordinate and supervise outside vendors as needed.
- Ability to manage and direct staff to accommodate guest needs and a willingness to work alongside staff as necessary.
- Some experience and /or ability to handle minor maintenance repairs.
- Friendly, hospitable, people oriented person who expresses a welcoming attitude/manner toward prospective guests.
- Good math skills, including an ability to manage expenses, operate a cash register, do closeouts, etc. (Some bookkeeping skills desired but not required)

Physical Demands:

Sit	<u>2</u> Consecutive hours	<u>4-6</u> Total hours per day		
Stand/Walk	<u>2</u> Consecutive hours	<u>4-6</u> Total hours per day		
Employee may alternate between sit/stand as needed.				
<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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	100 yards			
*Key				
Occasionally	Frequently		Continuously	
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day	

Employee signature _____ Date _____

Supervisor or HR signature _____ Date _____