

Information for New Employees

Prior To Arrival:

- Complete the online agreement at [CBCC Full Time Hiring Agreement \(wufoo.com\)](http://wufoo.com)
- Your new mailing address will be P.O. Box 908, Cannon Beach, OR 97110. For UPS or package delivery, use CBCC's physical address: 289 N. Spruce St.
- If you have any questions about your arrival, housing, or employment, contact human resources at hr@cbcc.net or call (503) 436-1501.

When You Arrive:

- Stop by the front desk to pick up your welcome packet which contains the keys to your housing unit, your name tag, and other important information. The front desk will contact your manager/supervisor or human resources to come greet you.
- If any issues arise during your move in, contact Human Resources.
- Conference Assistants receive all meals as part of their compensation. For salaried staff, meals during your first week are complimentary for you (and family if applicable.) The white board by the kitchen entrance has updated staff meal times and locations.
- Upon moving in to CBCC housing, you will complete a move-in form and pay a housing deposit, which can be cash, check or payroll deduction.

Starting Work:

- You will be scheduled for a new employee orientation with the human resources, usually on your first day of work. All hire paperwork will be collected at that time, including the federal I-9 (requires identification) and W-4 forms. These forms can be provided at orientation as well.
- Please bring proper identification to complete the I-9 form. Generally, this will be either (1) your passport, or (2) your driver's license and social security card or birth certificate.
- Oregon Food Handler card – employees who regularly work in food services must have a valid Oregon food handler certification on file with CBCC.
 - If you do not have a current Oregon food handler card, you can obtain one online at www.efoodcard.com/or
 - If you already have a valid food handler card, please email it to hr@cbcc.net or bring a copy to orientation.

If you have any questions regarding your arrival or first day of work, please contact human resources at (503) 436-1501.