

United Camp Conferences and Retreats

Job Title: **Camp/Retreat Worker**
Reports To: **Site Director**
FLSA Status: **Non-Exempt**

Expectations

This position has a primary impact on the overall effectiveness with which UCCR interprets its mission to its members and the community. The camp/retreat worker is expected to perform in the highest level of hospitality and customer service and is responsible for performing work with considerable attention and alertness with frequent periods of concentration. The effectiveness of this position shall be measured annually by successful fulfillment of the stated areas of responsibility. The Camp/Retreat worker is an employee of UCCR and directly accountable to the Site Director.

Areas of Responsibility

The Camp/Retreat worker shall have competence in and delegated responsibility for any or all of the following, as assigned by the Site Director:

- Food Service
 - Assist in meal preparation according to pre-planned menus and recipes
 - Assist in unloading, moving, and storing supplies
 - Perform cleaning functions

- Housekeeping
 - Prepare sleeping and meeting areas
 - Perform cleaning functions
 - Respond to housekeeping requests of guests

- Maintenance
 - Assist in moving materials and supplies
 - Under the direction of the Site Director, keep and maintain buildings, equipment and vehicles in good repair and operating condition
 - Under the direction of the Site Director, maintain camp/retreat grounds and systems

- Training
 - The willingness to observe, learn and, when needed and appropriately trained, be responsible for following departments
 - Food Service
 - Maintenance/Grounds
 - Housekeeping
 - Customer Service
 - Team Building/Low and High Ropes Facilitator, Zip Line as needed
 - Basic Administration Duties

Qualifications

One year experience in at least one of the following or six months experience each in two of the following areas:

- food service
- janitorial service or housekeeping
- building and ground maintenance
- construction
- customer service
- clean driving record and valid driver's license

Essential Functions

- Physical strength and mobility to lift, unload and move food and supplies, and to carry up to 30 pounds
- Ability to read and follow menus and recipes
- Ability to use cleaning and janitorial supplies
- Ability to operate electrical and mechanical equipment safely
- Ability to drive UCCR vehicle
- Ability to traverse difficult and uneven terrain
- Ability to work for short periods in uncomfortable positions
- Ability to use visual and auditory senses to identify and respond to problems and hazards

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner that enhances the experience of customers, co-workers, and company management.