Alliance Redwoods Conference Grounds

“Service as tall as our trees”

6250 Bohemian Highway

Occidental, CA 95465

phone: (707) 874-3507  fax: (707) 874-2509

**Alliance Redwoods Conference Grounds is a 501(c)3 non-profit organization.**

**Title**: Accommodation Assistant

**Employment Status**: Full Time or Part Time Available

**Team**: Accommodations

**Immediate Supervisor**: Accommodations Manager

**Team Leader**: Operations Manager

**Purpose Statement:**

To serve on a vibrant service oriented team providing excellent lodging and meeting rooms for our guests while meeting all their onsite needs. Accommodations provides service around the clock through 3 shifts: day, swing and night shifts.

## Description of Duties

## Including but not limited to:

* Responding to guest requests and needs as assigned by Guest Service personnel
* Transporting guests to meeting areas and challenge courses
* The preparation and set up of guest meeting rooms
* The preparation and set up of audio visual and sound equipment
* Maintaining outdoor meeting/fire circle areas, such as stocking with firewood
* Maintaining and organizing Accommodation storage areas as directed by Supervisor
* Assisting other departments when the need arises as assigned by Supervisor

**Skills, Knowledge, and Abilities**

Employee must be:

* Able to set up meeting rooms, which would require following written and visual directions
* Able to set up sound and AV equipment and ensure it is functioning properly
* Able to show guests how to operate sound and AV equipment
* Operate an automobile and a four wheel vehicle to transport and serve the guests
* Able to perform simple repairs, such as replace light bulbs and unclog toilets

**Education**:

* Previous experience in guest service, beneficial but not required
* Previous experience with sound and AV equipment, beneficial but not required
* Willing to learn and be trained

**Requirement:**

* Must be in harmony with ARCG statement of faith and code of conduct.
* Current Driver’s License & Clean Driving Record
* Speaks fluent English, and uses cordial manners. (Additional languages a plus)
* Lift 40 lbs and spend 4 hours walking and standing

**Night Shift Only: 10:30pm to 6:30am**

* Lock all meeting rooms
* Close and lock access gates to grounds at start and end of shift.
* Willing to be trained in First Aid, CPR and AED.
* Carry and answer emergency phone to respond to guests needs.

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| **Rev** | **Revision Description** | **Date** | **Approved By** |
| A | Job Established | April 2017 |  |
| B |  |  |  |