

# Alliance Redwoods Conference Grounds

*"Service as tall as our trees"*

6250 Bohemian Highway

Occidental, CA 95465

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

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**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.

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