

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.

Title: Accommodations Assistant

Employment Status: Full Time or Part Time Available

Team: Accommodations

Immediate Supervisor: Accommodations 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 through 2 shifts - day and swing.

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
- Preparing and setting up guest meeting rooms
- Preparing and setting up 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
- Able to 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 services 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 and clean driving record
- Speak fluent English and use cordial manners (additional languages a plus)
- Lift 40 lbs and spend 4 hours walking and standing

Rev	Revision Description	Date	Approved By
A	Job Established	April 2017	
B	Removed night shift language	November 2018	MD