



“We will love God, One Another, and the Earth
by providing sanctuary, practicing hospitality, and performing ministry.”

Job Title: Guest Services Kitchen Assistant/Housekeeping – Cedar Valley

Basic Function: This position provides assistance in the day-to-day operations at Cedar Valley. The scope of this position includes assisting in the kitchen and dining room, washing and folding laundry, light housekeeping and assisting guests as needed. Each staff person is a member of a team to fulfill our mission and satisfy our guests while supporting and reflecting our Mission Statement.

Work Schedule: This hourly position requires a flexible schedule including holidays and weekends.

RESPONSIBILITIES:

- Assist in kitchen as assigned including, but not limited to, doing dishes, mopping floors.
- Assist with light food preparation such as salads, or arranging dessert trays.
- Help set up dining room for guest meals
- Assist in setting up, serving, and taking down guest buffet.
- Clean dining room after meals, including washing tables, vacuuming floor, and wet mopping buffet floor.
- Washing guest dishes upon completion of meals when assigned.
- Vacuum and dust lobbies.
- Clean staff bathroom and mopping floor.
- Taking out trash.
- Washing and folding laundry, bed linens, towels, etc.
- Helping guests with questions, or finding the appropriate team member to do so.
- Assist in cleaning guest rooms when required.
- Must adhere to Cedar Valley dress code.
- Any other duties as assigned by Managing Director/Guest Services Manager
- Adhere to departmental, building and Cedar Valley policies, procedures and philosophies.
- Maintain confidentiality of all guest information and assure guests rights and privacy are protected at all time.
- Maintain confidentiality of staff information.
- Any other duties as assigned by Managing Director/Guest Services Manager.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability – Ability to accept responsibility and account for his/her actions.
- Autonomy – Ability to work independently with minimal supervision.
- Business Acumen – Ability to grasp and understand business concepts and issues.
- Communication, Oral/Written – Ability to communicate effectively with others using the spoken word.
- Creative – Ability to think in such a way as to produce a new concept or idea.
- Customer Oriented – Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Enthusiastic – Ability to bring energy to the performance of a task.
- Friendly – Ability to exhibit a cheerful demeanor toward others.
- Innovative – Ability to look beyond the standard solutions.

- Patience – Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Project Management – Ability to organize and direct a project to completion.
- Sales Ability – Ability to use appropriate interpersonal styles and communication methods to gain acceptance of product, service, or idea.
- Time Management – Ability to utilize the available time to organize and complete work within given deadlines.
- Training – Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.

EDUCATION

High School Student or above

PHYSICAL DEMANDS

Physical Abilities

Stand	C (Constantly)
Walk	C (Constantly)
Sit	O (Occasionally)
Handling/Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	O (Occasionally)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	F (Frequently)

LIFT/CARRY

10 lbs. or less	C (Constantly)
11-20 lbs.	F (Frequently)
21-50 lbs.	F (Frequently)
51-100 lbs.	O (Occasionally)
Over 100 lbs.	N (Not Applicable)

PUSH/PULL

12 lbs. or less	F (Frequently)
13-25 lbs.	F (Frequently)
26-40 lbs.	O (Occasionally)
41-100 lbs.	O (Occasionally)

- N (Not Applicable) Activity is not applicable to this occupation.
- O (Occasionally) Occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)
- F (Frequently) Occupation requires this activity from 33% - 66% of time (2.5 – 5.5+ hrs/day)
- C (Constantly) Occupation requires this activity more than 66% of the time (5.5 = hrs/day)

OTHER PHYSICAL REQUIREMENTS

- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Sense of Sound (Able to hear voice activated fire system and respond to guest’s spoken needs and follow emergency procedures.)
- Sense of Smell
- Sense of Taste
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (gloves, apron, hair restraint)

NAME (Please print): _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Director/Manager as deemed appropriate.

EEO Statement: UCCI is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws. Our leadership team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.