



**“We will love God, all others, and the Earth
by providing sanctuary, practicing hospitality, and performing ministry.”**
United Church Camps, Inc. (UCCI) Mission Statement

Job Title: Guest Services Assistant

Basic Function: The basic function of our Guest Services team is to bring hospitality to all guests. Our Guest Services Assistants accomplish this by assisting in Food Service, Housekeeping, and/or Maintenance operations as needed. This is an hourly part-time position with variable hours based upon event planning and the onsite needs of guests.

Significant Responsibilities:

- Assist with Housekeeping duties including cleaning of guest rooms, restrooms, and program & meeting areas.
- Assist kitchen operations including food prep, dining hall setup & cleaning, dishwashing, and other kitchen cleaning operations.
- Assist with Facilities and site maintenance duties including outdoor clean-up, light building, and upkeep projects.

Required Qualifications:

- Self-starter with excellent time management skills.
- Ability to execute duties with a proactive approach to future responsibilities to ensure all deadlines are met.
- Must be friendly, flexible, and lead by example to make hospitality come alive for guests.
- Ability to work in and lead a team environment.
- Interested in creating spaces of unconditional acceptance.
- An inquisitive and curious mind that is always looking for improvements.
- Willingness to learn, meet, implement, and teach the standards set forth by the Mission Statement.
- Ability to sit, stand, reach, lift, bend, kneel, climb, push, and pull items.
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the workplace.

Employee Name & Date

UCCI provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.