

**Hanging Rock Christian Camp
Position Description
Guest Service Assistant**

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| Purpose: | The Guest Service Assistant performs a variety of tasks that provide a service that is welcoming and ensures our guests will return to Hanging Rock in the future. |
| Time: | 20-30 Hrs. |
| Pay: | 15 per hour |
| Reports to: | Associate Director |

Responsibilities:

Summer Camp: May – August

- Cook – 1 or 2 Meals per day.
- Oversee Kitchen assistant for those meals.
- Oversee dishwashers for those meals.
- Oversee cleaning the dining room, kitchen, and dish room for those meals.
- Assist with putting food orders away.
- Assist with deep cleaning.

Facilities: Bunkhouse, Inn, Chapel, Gym, Retreat Center & Apartment (January-April & August-December)

- Clean- (bathrooms, spray and wipe down bed mats, dust & mop floors, collect trash, clean windows, sills and shelves, laundry, etc).
- Keep an inventory of cleaning supplies.
- Stock and maintain the supplies for cleaning in each building.
- Investigate the usage and types of cleaning supplies.
- Notify Maintenance Staff of repairs needed.
- Help with setup/teardown in all buildings.

Shared Responsibilities:

- Attend weekly staff meetings.
- Be available to assist other staff members, when needed.
- Be available at Camp sponsored events and help where needed.