



# WESTWIND

## Job Description

Job Title: **Operations Support Staff**  
Classification: ***Hourly, Fulltime, Non-exempt***  
Pay Range: **\$12-\$13/hour**  
Reports to: **Guest Coordinator**  
Posted Date: **January 16, 2019**  
Hire Date: **Early February, 2019**

### Primary Responsibilities

The Operations Support Staff is responsible for supporting all aspects of guest service and site maintenance in order to deliver Westwind's ongoing programming in rentals, camps, workshops and events. This includes but is not limited to:

- Perform informational and hospitality tasks relating to guest use of site
- Perform daily custodial and site work.
- Promote and support Westwind's vision and mission and enforce Westwind's policies around site use, transportation, cultural resources and wildlife

### Job Duties

- Greet, transport and assist guests of all ages and capabilities as needed.
- Provide a welcoming, sensitive and hospitable atmosphere for diverse user group participants, including students, summer campers, employees and volunteers
- Maintain site security, including managing activities in terms of people/wildlife safety
- Transport luggage and assist guests by boat or road; assist with loading and unloading
- Back up cleaning after guests, including bathrooms, floors, windows, emptying garbage and recycling, and restocking paper products and firewood
- Janitorial supply ordering, organizing and inventory.
- Deep cleaning periodically including bathrooms, heating ducts, cobwebs, window sills and screens, trash and recycling bins, compost, and vehicles
- Assist in laundry, bed making, and linen gathering
- Assist in check-in and out of groups (including assistance during group clean-up), maintaining firewood and other supplies, performing timely small repairs to ensure guest comfort and safety

- Assist in care of on-site livestock
- Assist in organizing all cleaning closets, storage areas, and other work spaces
- Assist Site Managers, Program Director, Guest Service Coordinator, and Executive Chef to maintain certifications (ACA and Coast Guard)
- Assist: Help maintain documentation of sanitation standards, maintenance performed, and safety checks
- As needed: Lead Dishwashing and maintaining washroom and kitchen cleanliness
- As needed: Give Westwind Safety Orientation, answer basic questions about Westwind, the environment and the organizational history
- As Needed: Support maintenance activities of facility, equipment, road and site.

### **Job Qualifications**

- Excellent interpersonal skills and enjoy working with people
- Ability to lift 80 lbs, dig, load, repair, clean, walk considerable distances through sandy, steep and rough terrain
- Ability to drive and use heavy equipment and tools including a chainsaw, weed wacker and carpentry shop equipment

### **Job Requirements**

- Current First Aid and CPR
- Valid Driver's License
- Must be able to pass mandatory criminal background check

Please E-mail cover letter and resume to **[taina@westwind.org](mailto:taina@westwind.org)**  
Position posted at: <https://westwind.org/about-westwind/employment/>