



WESTWIND

Seasonal Guest Services Assistant Job Description

Job Title: **Seasonal Guest Services Assistant**

Classification: **Non-exempt (Full Time/Seasonal)**

Reports to: **Guest Services Manager**

Dates of Employment: **April 24th through November 30th, 2024**

Compensation: **\$18-\$20/hour**

Position Purpose:

Under the direction of the Guest Services Manager, assist in the maintenance and upkeep of the camp's key systems and facilities consistent with the mission and established policies and procedures of the camp.

Essential Job Functions:

- Facilitate entry and exit for guests
 - Facilitate luggage transport to and from camp
 - Assist with the logistics of getting groups in and out of camp
 - Welcome guests to Westwind
 - Help with cleaning camp between groups
- Help with food orders
 - Transport food orders into camp
 - Assist kitchen staff with off loading food into kitchen
- Maintain trash, recycling and compost
 - Transport trash, recycling and compost to proper locations
 - Monitor and maintain trash, recycling and compost systems in camp
- Perform janitorial duties
 - Sweep and scrub floors, service paper towel and soap dispensers, etc.
 - Other cleaning duties as assigned
- Assist the site staff as needed
 - Assist with minor repairs and camp projects as needed.

Other Job Duties:

Other duties may include but are not limited to:

- Assisting with loading and unloading gear.
- Assisting with documenting and responding to work orders.
- Assisting with responding to emergent site needs such as equipment failure or impacts from inclement weather.
- Operate Westwind vehicles and equipment as needed.

Relationships:

This position will report directly to the Guest Services Manager and work closely with the Site Team.

Qualifications: *(Minimum Qualifications and experience)*

- Must be 18 years of age or older.
- Must have a valid drivers license.

Knowledge, Skills, and Abilities:

- Excellent interpersonal skills and enjoy working closely with others.
- Ability to lift 50 lbs, dig, load, repair, clean, walk considerable distances through sandy, steep and rough terrain.
- Ability to keep track of multiple simultaneous ongoing projects.
- Self starter and organizer.
- Ability to accept guidance, direction and supervision.
- Ability to understand and implement safety regulations and procedures.
- Ability to safely drive camp vehicles including light trucks, and all terrain vehicles.
- Must be willing to live in a camp setting and occasionally work irregular hours.
- Operate with daily exposure to the sun and heat and other environmental conditions.