



Hospitality Assistant

I. Qualifications

- A) Strong commitment and loyalty to the mission of MCRC.
- B) A respect for diverse backgrounds (spiritual beliefs, gender identity, etc.).
- C) Educational requirements – Required: High School Diploma or equivalent.
- D) Familiar with correct and safe handling methods.
- E) Experience in:
 - (i) Leadership skills; proven ability to work with others.
 - (ii) Working independently and collaboratively with guests, volunteer leaders, and staff – variety of ages, groups, needs, and personalities.
 - (i) Basic computer skills (Microsoft Office, Google Workspace, etc.).
- F) Complete Safe Camp Policy paperwork annually.
- G) Must pass a drug test if/when requested.
- H) Ability to lift 60 pounds or greater.
- I) Flexibility with schedule.

II. Responsibilities - Kitchen

- A) Assist with meal service.
- B) Clean dining hall and related areas.
- C) Prepare for next meal

(i) Re-set Dining Hall as needed – tables, chairs, buffet tables.

(ii) Assist with meal preparation in the kitchen.

D) Laundry for kitchen.

E) Shift supervisor as needed, must be 18 or older).

(i) Must have experience in MCRC's kitchen.

III. Responsibilities - Housekeeping

A) Assist Housekeeping staff as needed.

B) Clean bathrooms, meeting spaces, bathrooms, guest areas.

C) Laundry as needed.

IV. Responsibilities - Gift Shop Attendant (primarily summer, usually a lifeguard)

A) Arrange for a cash box with office staff.

B) Update price lists as needed.

C) Monitor inventory.

D) Update display.

E) Assist campers and guests with purchases.

F) Count cash box and return to office staff.

V. Compensation

A) Commensurate with experience. Determined by the Finance & Budget Committee of the MCRC Board of Director.

VI. Time Commitment

A) Part time

VII. Status

A)

VIII. Proposed by

A) MCRC Board of Directors, 2022