

Cannon Beach Conference Center

Job Description



Job Title: Ecola Part Time

Department:	<u>Floating</u>	Pay range:	<u>\$8.25 per hour</u>
Reports to:	<u>Human Resources Manager</u>	Category:	<u>Part-time</u>
		Revised:	<u>January 2016</u>

General Position Summary

Ecola part-time (EPT) staff work between 6-15 hours per week in all areas of conference operations. Work schedules will not conflict with class times, outreaches, or any mandatory school function. All other requests for time off must be approved by the Scheduler in advance. EPT staff will be expected to work weekends, including Sunday mornings. EPT staff will not be expected to work during the winter and spring term breaks. CBCC has made an agreement with Ecola to hire up to 35 Ecola Part Time staff and guarantee a minimum of six scheduled hours per week.

Essential Functions/Major Responsibilities:

- Work 6-15 hours per week, including weekends and holidays.
- Dining room - waiting on tables, setting and clearing tables
- Housekeeping - cleaning, vacuuming, making beds, sanitizing bathrooms
- Dish room - washing dishes, setting up and clearing staff meals
- Recreation Center – staffing the game desk, checking out game equipment

Secondary Responsibilities:

- All other duties as assigned.

Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ.
- Physically fit and able to perform the duties required in Food Service, Accommodations, or other areas as needed which may include frequent stooping, bending, and lifting up to 50 lb.
- Flexible and dependable.
- Willing to learn and receive training.
- Respectful, cooperative, service oriented.
- A desire to be a part of this ministry as a service unto the Lord.
- Be willing to work until the completion of each term (unless unusual or unforeseen circumstances apply)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.
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Physical Demands:

Sit	<u>2</u>	Consecutive hours	<u>2-4</u>	Total hours per day	
Stand/Walk	<u>3</u>	Consecutive hours	<u>6-10</u>	Total hours per day	
Employee may alternate between sit/stand every <u>2</u> hours.					
<input type="checkbox"/> Only uses left hand/arm <input type="checkbox"/> Only uses right hand/arm <input checked="" type="checkbox"/> Uses both hands/arms					
		None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	50 - 250 yds				
*Key					
Occasionally	Frequently		Continuously		
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day		

Employee signature _____ Date _____

Supervisor or HR signature _____ Date _____