



Operations Assistant in Guest Services

FSLA Status: Non-Exempt/Hourly @ \$13.00/hour

About Rhodes Grove: Rhodes Grove has a history of being on the front lines of making Jesus followers as a Camp and Conference Center. Our mission is to offer Christ-centered experiences that reveal our place in God's story. We seek to share the love of Jesus by helping everyone on our campus discover that God is real and cares deeply for each one He has created. We expectantly await what the future holds!

Position Description: We seek a full-time Operations Assistant in our Guest Services Department, reporting to the Head of Guest Services, to assist in RGC's exciting and fast-paced daily operations. All functions will be performed within RGC's stated mission and core values. Regular workdays will be Monday through Friday from 8:00 a.m. to 4:00 p.m.

Responsibilities:

- Assist in housekeeping duties, general facility maintenance, facility upgrade projects, weekly cleaning, and food services if required.
- Assist in facility readiness for all programs and guest services, including, but not limited to, setup and teardown of conference rooms and stripping and making of hotel room beds.
- Follow the direction of the Head of Guest Services.
- Perform duties so that policies and guidelines are followed and expectations are met.
- With guidance from the Head of Guest Services, oversee and lead the part-time housekeeping staff.
- Attending all regularly scheduled staff meetings.

Position Qualifications:

- Must be able to serve in all capacities to ensure the highest quality guest experience.
- Must identify with and support the Rhodes Grove Camp and Conference Center's mission, core values, and Christian beliefs.

- Must be able to work in an environment that requires bending, lifting up to 50 lbs., and standing in place.
- Some knowledge and experience with hand tools, power tools, and cleaning tools would be helpful.
- Must possess strong interpersonal skills with the ability to relate to campers, guests, and other team members.
- Ability to have a flexible schedule.
- Must provide a Background Check and Child Abuse Clearance every five years.

Benefits:

- 15 PTO days prorated at the time of employment.
- Nine paid holidays
- Health Insurance
- Retirement match up to 6% after one year of employment.

Contact: Please apply by sending your cover letter and resume to brad@rhodesgrove.com. I appreciate your interest, and we look forward to meeting you!