

TUSCARORA SUMMER STAFF

TUSCARORA INN & CONFERENCE CENTER
33000 RIVER ROAD, MT. BETHEL, PA 18343
(570)897-6000 | TUSCARORA.ORG

Position: Conference Attendant

Department: Operations

Supervisor: CA Supervisor, Operations Manager/Program Manager

Duties

- Daily responsibilities include, but are not limited to:
 - Cleaning and setup of meeting rooms
 - Delivery of snacks and beverages to guests
 - Serve as special events for concerts,
 - Light housekeeping work
 - Garbage monitoring and removal
 - General upkeep of storage areas
 - Other duties as assigned
- Assist in full camp turnovers and in special events
- It may be necessary to fill in for other positions such as wait staff, housekeeping, Grounds assistant and other jobs as assigned.
- The Conference Attendant will be allowed to use the Conference Attendant vehicle(s) when the Conference Attendant Supervisor deems it necessary. Adherence to the Tuscarora Vehicle policies, including Golf Cart rules, is required and if not followed driving privileges will be revoked.

Requirements

- Tuscarora strives to be a place where guest have their basic needs taken care of so the focus can be on Christ. Therefore we wish for our staff to reflect this in their dress. Clothing should be simple and professional.
 - Staff uniform shirt (provided by Tuscarora) must be worn
 - White name tag (provided by Tuscarora)
 - Khaki shorts or pants; shorts must reach fingertip length on legs
 - No yoga pants or leggings
 - Closed toed shoes or work boots must be worn; no flip flops, sandals, or open toed shoes
- As in any other service oriented position, your attitude is of the utmost importance as you will be on the front lines of guest services. A smile, good attitude, and a kind word goes a long way