



Position Description: Support Services Assistant Supervisor

Reports to: Support Services Supervisor

FLSA Status: Full-time; Non-exempt

Job Summary

A Hume Lake Support Services Assistant Supervisor oversees the preparation of rooms, cleaning of restrooms and areas of camp to Hume standards for guests and staff in a timely manner. He or she must be prepared to meet the spiritual needs of guests and staff.

Organizational Strategy

- Develop and maintain a strategic perspective--based on organizational needs
- Build healthy relationships with all people who work in and for support services
- Ability to project a friendly attitude; to meet the needs of all support services customers

Managing

- Manage support services staff, Joshua students and weekend workers as needed
- Manage teams of summer staff during the summer
- Must be prepared to meet the spiritual needs of guests and staff

General Qualifications

- Evidenced commitment to the Christian faith and a desire to share the knowledge of Jesus Christ with others
- Must be able to agree with our statement of belief and abide by our code of conduct.
- Minimum 2 years supervisory experience.
- Must be able to live in available Hume Lake housing or provide private accommodations conducive to being on call for guest and conference needs

Specific Qualifications

- Overseeing of support services daily operations including:
 - A. Coordination of cleaning schedules for various facilities
 - B. Preparation/care of guest housing and meeting facilities
 - C. Training of department personnel in the areas of cleaning, laundry, meeting room/dining room set ups.
 - D. Overseeing of the department coordinators
- Inspection of various facilities
- Job and safety training
- Snow removal, sweeping and raking
- Meeting the spiritual needs of our guests and staff as needed
- Perform other related duties and assignments as required. Hume maintains the right to reassign or change duties as needed

Physical Demands

- This position must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.
- Must be able to stand, kneel and bend for extended periods of time
- Must be able to live and work in extreme weather conditions and at a high altitude

Other

- Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the job.