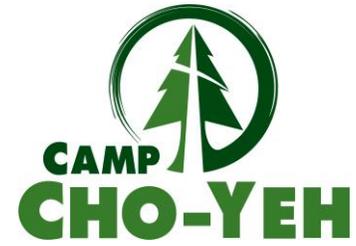


Cho-Yeh Camp & Conference Center, Inc.

Job Description



Job Title: Expeditor (Part-Time – Year-Round)
Reports To: Facilities Director
Prepared Date: 02/18/2019

Summary

This position reports directly to the Director of Facilities at Camp Cho-Yeh. The Expeditor will serve in a hands-on position responsible for procurement of maintenance and construction materials as well as keeping the maintenance shop storage areas well organized. This position will also help manage energy costs at Camp by setting the Camp thermostats each week. Camp Cho-Yeh is a high-growth, mission-driven nonprofit organization that is adopting the highest standards every category. Camp Cho-Yeh has a culture that is deeply committed to excellence and team collaboration as we seek to be a place where Jesus Christ transforms lives through meaningful relationships and outdoor adventures.

Essential Job Functions:

Procure Materials

- Be proactive and effectively communicate with the team to identify and purchase materials for upcoming jobs
- Research cost of commonly used materials to secure the best pricing
- Build relationships with local vendors to find best prices and services
- Collect and accurately kit items for certain jobs for quick deployment to the job site
- Accurately maintain spreadsheets of items purchased for capital jobs for tracking purposes
- Properly code invoices and receipts and turn in to the Accounts Payable Clerk within the appropriate timeline

Shop Organization

- Optimize and label current storage based on item usage
- Periodically check shelves, reorder and restock as needed
- Maintain stock of all PPE and other safety equipment
- Keep tool room and other non-storage areas of the shop organized

Set Camp Thermostats

- Set Wi-Fi thermostats to match guest usage each week
- Optimize schedules to reduce electrical costs and ensure guest comfort

Qualifications

- A high school diploma or its equivalent, plus relevant computer experience
- A self-starter with attention to detail and excellent time management skills
- A Godly individual who has a proven ability to lead in a Christ-like way and desires to work in a Christian environment

Knowledge, Skills, and Abilities

- Very detail minded, someone who understands the importance of a well-organized shop and storage areas.
- Fluent in Word and Excel. Able to communicate effectively and professionally through verbal and email communication.
- Willingness to learn about the materials used in facilities maintenance and construction.

Physical Aspects of the Position

- Ability to understand and implement safety regulations and procedures
- Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests
- Physical strength to lift supplies (40 pounds)
- Mobility and endurance to perform tasks while standing/walking for long periods of time
- Ability to learn and properly use mobile equipment as needed

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TIME MANAGEMENT ABILITY

Ability to effectively manage their own time and have great attention to detail. Ability to show initiative and function as a self-starter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.