

# **MULTNOMAH ATHLETIC CLUB**

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## **SUMMARY OF JOB OPENINGS for the week of January 30, 2012 through February 5, 2012**

### **ACCOUNTS RECEIVABLE SPECIALIST**

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Creates daily, monthly, quarterly, and yearly sales reports for members and management. Assists the Accounting Manager with basic bookkeeping functions. Inputs, balances, saves, prints and posts all A/R system data for monthly billing statements. Requires an Associates or Bachelor's degree in accounting, finance, business administration or the equivalent job related experience preferred; working knowledge of generally accepted accounting principals including two years of accounts receivable experience; working knowledge of Microsoft Suite; familiarity with AS400 operations preferred; fast and accurate 10-key by touch; detail oriented with a strong sense of accuracy and organizational skills.

### **BANQUET SERVER - 10 OPENINGS**

PT, Varied Days/Hours

Serves meals, setup/clear tables and additional side work. Must be able to push carts, stand and walk throughout shift and lift/carry 40 lbs. Excellent customer service skills, valid food handlers and OLCC permit required, 1-year bartending/banquet/Food & Beverage front-of-house experience preferred.

### **DANCE INSTRUCTOR - 2 OPENINGS**

Substitute/PT

Teaches a variety of dance classes from beginner to an advanced level; advanced Hip Hop preferred. Must be reliable, punctual, prepared and professional. Prior teaching experience at an advanced level.

### **FACILITIES FLOAT & LABORER**

On-Call

Works primarily with Housekeeping department. Performs various duties such as laundry work, housekeeping in Locker Room, custodial, purchasing & mail delivery, maintenance and other related functions. Requires ability to work with a sense of urgency and complete jobs quickly and efficiently; the ability to lift up to 50 lbs and push/pull heavy bins/carts; frequently bend, squat, climb, twist, and crawl; reach above shoulders and grasp or squeeze objects; stand/walk for entire shift; sometimes work in a hot, humid environment, and work with chemicals. Prior experience with facilities laborer positions preferred. Training is provided for all positions.

### **INTERIORS MAINTENANCE TECHNICIAN**

FT

Responsible for appearance, condition, and care of facility interior components such as furniture and furnishings, upholstery, wall coverings and surfaces, flooring and ceilings surfaces, window coverings, woodwork, room accessories, interior glass, lighting quality, plumbing fixtures, and more by accomplishing routine repairs, preventative maintenance, and coordinating outside service vendors. Requires high school degree or equivalent, completion of a trade apprenticeship program for journey card or license or the equivalent in education, training and experience; four years of general experience in building/facility maintenance, construction, carpentry, or additional trade related to interiors; demonstrated safe and effective application and operation of tools, ability to problem solve, read and interpret blueprints, communicate effectively with members and staff and to perform the essential job functions.

### **LINE COOK**

FT, Varied Days/Hours

Prepares items from a la carte menu; produces mise en place for menu items and assist in other areas of the kitchen as needed. Ability to utilize standardized recipes, maintain high standards, and work in a fast paced, high volume, diverse environment. Requires three years progressive line cooking experience, excellent knife skills and sound culinary techniques.

### **RESTAURANT SERVER ASSISTANT**

PT, Varied Days/Hours

Assists servers with providing proper service and ensuring member satisfaction in all restaurant outlets. Completes all necessary side work and opening duties including setting up stations, stocking needed items, and folding napkins. Clears and resets vacated tables. Busses dishes to the dishwasher. Familiarity with proper etiquette for removing dishes and utensils from tables; Ability to lift 15-30 pounds with one hand and carry it. Valid food handler's permit required.

### **SALES ASSOCIATE (M'PORIUM)**

PT, Tuesdays & Thursdays, 12-7:30 p.m.

Provides prompt, courteous customer service; achieves or exceeds sales goals through quality service, sales techniques, store maintenance, security and other general duties as assigned. Requires extensive contact with members and guests. Requires at least one year of retail sales experience, strong merchandise skills, professional appearance and excellent communication skills.

### **WATER EXERCISE INSTRUCTOR - 2 OPENINGS**

PT, Varied Days/Hours

Teaches water fitness classes. Requires two years experience teaching a variety of group water exercise classes; certification from a recognized water fitness organization; excellent oral communication skills; and current First Aid/CPR certifications.