



# Oregon Operations Assistant

## Job Description

*The purpose of this position is to assist with administrative, commissary and shuttle duties for Tributary Whitewater Tours Oregon rafting operation.*

**Location** - Maupin, OR

**Pay** - Depending on Experience - Starting at \$15/hour

**Duration** - Full Time Seasonal from May 28th 2022 - September 4th 2022

**Responsibilities Include -**

- Gaining familiarity with and utilizing our reservations, scheduling and payroll systems
- Assisting with pre-river trip permit paperwork
- Following all Tributary company policies and standard operating procedures
- Preparing and packing river trip meal ingredients
- Cleaning and sanitizing of all work spaces
- Inventorying and ordering food as needed
- Carrying & lifting heavy coolers and boxes
- Utilizing strong organizational skills and attention to detail
- Utilizing Google Drive and Google Sheets
- Completing thorough inspections of assigned vehicle(s)
- Filling out a driver log for each shuttle and filing as directed
- Following gas card protocols as directed
- Being familiar with and responsible for take-out drink and travel lunch procedures
- Managing the cleanliness and general upkeep of the assigned vehicle(s)
- Making a full commitment to the job
- Being on time and prepared for all scheduled shifts
- Being able to adapt to changes in daily logistics
- Possessing efficient time management
- Displaying safety conscious practices in all work spaces
- Working outdoors in all types of weather conditions for

- extended periods of time
- The ability to maintain a professional appearance and demeanor
- Possessing the desire and ability to interact with guests and staff in a friendly and professional manner
- Maintaining a good attitude and keeping morale high throughout the season
- Being receptive to constructive criticism about job performance
- Helping with janitorial, grounds, camp work and additional duties as needed
- Practicing environmentally sound processes

**Mandatory Skills and Qualifications -**

- Must be 18+ years of age
- Valid I-9 documentation verifying the ability to work legally in the US
- Current commercial drivers license with passenger endorsement and preferably an air brake endorsement
- Physical fitness at a level required to safely accomplish job responsibilities
- Valid Oregon food handlers certification

**Desired Skills and Qualifications -**

- Familiarity with Google Drive and Google Sheets
- Full Covid-19 Vaccination
- Previous experience in the food service industry