

Services - Kander100 International Service Team (IST) Positions	Description	Skills and Qualifications
<i>Services</i>		
Campsite Management Support	Work closely with the registration support team to check-in and out the participants – Prepare and provide any request camping equipment – ensure the cleanliness and order of all campsite facilities on a daily basis – Waste management in KISC’s recycling centres and guest recycling.	Ability to work well under pressure and within strict timelines. Affinity for customer service and guest contact. Office administration skills and computer literacy. Willingness to work according to a flexible schedule.
Catering and food services	Join the team cooking hot meals for 350 participants daily - stocking, check in and check out processes for a thousand participants during food distribution - dining area setup - handling certain specialty foods to support various dietary requirements and cleanup - Work within Kander100 hygiene standards.	Ability to work well under pressure and within strict timelines. Affinity for customer service and guest contact. Willingness to work according to a flexible schedule. Desired: Cooking experience and skills
Housekeeping	Help the team clean guest and staff areas within the hygiene standards set out by KISC – taking care of guest recycling - Ensure a positive image of the Centre in terms of the cleanliness and general appearance of all the indoor facilities. This includes taking care of the laundry services and ensuring that all guests receive excellent service during their stay.	Ability to work well independently. Ability to work well under pressure and within strict timelines Affinity for customer service and guest contact. Professional, disciplined, and efficient approach to work and planning. Willingness to work according to a flexible schedule.
Registration Support and Information Centre	Assist in processing volunteers, groups and contingent arrivals and departure (check in and out) - Ensure adherence to all Kander100, safety, and medical criteria, Safe from Harm certificate checks- Assist in data entry and reporting to confirm on-site attendance - Work with the Campsite Management Support team to guide with campsite check in and out. Responsibilities include coordinating incoming participants mail, and distribution – managing lost and found – helping respond to questions, concerns and issues from participants, volunteers or visitors (including parents) and resolving by dispatching to the right team or directly with the event director - providing appropriate assistance and services to disability and special needs participants.	Affinity for customer service and guest contact (in person and online). Willingness to work according to a flexible schedule. Ability to work well under pressure in a busy office and within strict timelines. Excited to present a "friendly professional" image. Be accommodating and willing to help. Comfortable using and learning the booking management software (ASSD). Great attention to detail.
Shop	Deal with shop related enquiries - Ensure the cleanliness and order of the shop and shop storage - Maintain stock levels of all products in shop, store, and vending machines – using the shop till – organize all pre-orders packages in advance before the event.	Comfortable dealing with large sums of money. Affinity for customer service and guest contact. Ability to work alone and organize work efficiently. Computer literacy, proficiency with Microsoft Office Applications.