



JOB DESCRIPTION

This job description is an overview of the duties and responsibilities assigned to the role identified below. It is not intended to cover every work assignment the job may have, but rather to cover those work assignments which are essential, predominant, and recurring. Responsibilities and duties may change, or new ones may be assigned at any time, with or without notice.

Job Title:	Dining Services Director	Date:	6/3/2024
Department/Group:	Camp Weed	FLSA Status:	EXEMPT
Reports To:	Executive Director	Market Midpoint	\$49,000

JOB SUMMARY

The Dining Services Director for Camp Weed is responsible for all front-of-house and back-of-house operations in two dining halls plus catering in meeting spaces. This role provides nutritious, healthy and balanced meals for campers, guests, and staff, preparing meals for special diets, ordering food and cleaning/ organizing kitchen and appliances. It is also responsible for general cleaning and maintaining meal records. Ensures that each member, guest, and visitor receives the highest caliber of service.

KEY RESPONSIBILITIES

- Ensures high quality and appropriate quantity of homemade meals and snacks for guests and campers, within a budget.
- Serves as head cook.
- Supervises and leads the dining services team, including hiring, training, scheduling, and performance management.
- Ensures continuity of services by having a minimum of two staff members trained as backup for the manager’s key responsibilities.
- Develops and implements new recipes, culinary techniques, and presentations.
- Establishes standard recipes that provide consistency regardless of who is involved with meal preparation
- Connects with guests, providing exceptional Christian hospitality and customer service to guests, responding promptly to inquiries and complaints, and addressing any concerns related to dining services.
- Ensures adherence to all health department requirements, educating staff as required; keeps MSDS forms related to the dining services department available.
- Arranges for the routine maintenance, sanitation, and upkeep of the kitchen, its equipment, dining hall, and facilities.
- Manages inventory, ordering, arrival, and proper of food, equipment, and supplies.
- Collaborates with other departments to coordinate special events and menu planning; develops menus that meet a wide range of guest needs and restrictions.
- Manages food costs, food direct cost, food staff salary budget
- Provides executive director with regular cost analysis for budgeting purposes.
- Maintains clean, attractive dining halls and coffee/snack station(s).
- Participates on the Leadership Team to meet the needs of guests and campers and attends departmental and all staff meetings as required. Provides hands-on support to other departments as needed and assists with special projects as needed

ROLE QUALIFICATIONS

EDUCATION & EXPERIENCE

REQUIRED

- High school diploma or GED
- At least four (4) years' experience in the food services industry
- At least two (2) years' experience in a management/supervisor role
- Certifications: ServSafe Manager; First Aid/CPR
- Safe Church certification
- Effective written and verbal communication skills
- Strong attention to detail
- Strong analysis and problem-solving skills with attention to detail
- Commitment to providing outstanding hospitality and customer service
- Goal-oriented with effective time management skills
- Strong working knowledge of all applications of Microsoft Office

PREFERRED

- Associate's degree in culinary arts, hospitality management, or related field
- Understanding and appreciation of the Episcopal Church and sincere desire to carry out its mission

KEY COMPETENCIES

- **Leadership:** ability to handle tasks and work independently and intentionally develop and utilize positive and ethical leadership traits
- **Creative Thinking:** ability to demonstrate conceptual creative thinking, taking an idea and visualize/describe the opportunity, then recognize the potential fit with culture and product lines
- **Integrity and Ethics:** ability to gain the confidence and trust of others through honesty, authenticity, taking responsibility for own actions, and telling the truth.
- **Accountability:** ability to act with a clear sense of ownership; takes personal responsibility for decisions, actions, deliverables, and failures; establishes clear responsibilities and processes for monitoring work and measuring results; embraces experimentation, creativity, and positive change
- **Team Orientation and Collaboration:** ability to successfully build and maintain collaborative relationships to work effectively together as a team through shared responsibility, respect, and empathy to complete a shared goal for a common good
- **Mission/Goal Orientation:** ability to define issues and focus on achieving workable solutions consistent with fulfillment of church mission and consistent with the church's ministry process.

WORKING CONDITIONS/EQUIPMENT USE

- Ability to work nontraditional hours
- Ability to be ambulatory in a camp setting
- Physical stamina and the ability to perform repetitive tasks, lift heavy objects, stand for extended periods, and work indoors and outdoors in hot and cold temperatures
- Valid driver license with proof of insurance
- Must be able to lift up to twenty-five (25) pounds Frequent use of kitchen equipment including industrial stove, oven, convection oven, mixer, sink, dishwasher, refrigerator, freezer, microwave, sharp knives and utensils, cleaning chemicals, etc.