

February 2017



Dear Applicant:

Thank you for your interest in serving with us at DuBois Center. We are a church camp and retreat center related to the United Church of Christ in Southern Illinois. Church affiliation is not a requirement of the job.

DuBois Center is a very special place and we celebrate that our guests and campers come from diverse backgrounds. They travel from throughout Southern Illinois and beyond. There is no "typical" guest. We host retreats for churches from a variety of denominations and special interest weekends (quilting, art, family, to a name just a few). A number of school groups spend three to five days at DuBois in the spring or fall participating in our experiential education program. June and July are packed with summer campers from all walks of life, and in October - it's hard to find an open day in our calendar.

Though the job tile being advertised is Food Service Coordinator, ideally this individual would also supervise housekeeping. A number of our staff work in both food service and housekeeping, so scheduling as well as many other aspects, overlap.

The individual filling this position will be a key member of our core staff team, and will play a vital role in helping DuBois Center achieve its mission. Two critical ways that our ministry of hospitality is demonstrated is through hearty, nourishing meals that are lovingly prepared and facilities that are clean and well maintained. It is vital that the food service and housekeeping coordinator is detail-oriented and enjoys working with people – those they supervise, as well as our campers, guests and vendors.

If this position and our ministry sound like a good fit for you, please review the attached Position Description carefully. It is detailed and will give you a good idea of the scope of the job, as well as the qualifications needed. After reviewing the attached materials, if you have unanswered questions, please feel free to contact me.

Peace,

*Shirley Asmussen*

Shirley G. Asmussen  
Director

**Growing Together... In Faith, in Respect for Ourselves and Others and in our Care for Creation**

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