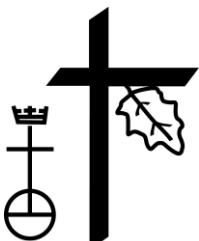


DUBOIS CENTER
Illinois South Conference United Church of Christ
Position Description



TITLE: Food Service & Housekeeping Coordinator
REPORTS TO: Director of Outdoor Ministries
CLASSIFICATION: Regular part-time, non-exempt
HIRING RANGE: \$12 - \$14 per hour (depending on qualification)
HOURS: 8-16 hours per week, some weekend work required

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

GENERAL INFORMATION: DuBois Center is a ministry of the congregations of the United Church of Christ in Southern Illinois. Church membership is NOT a requirement for employment. Site and program staff and volunteers work together to plan and implement the overall program and ensure the health and safety of each person involved. We provide facilities, services, programs and leadership that support the mission, and strive to provide a "Ministry of Hospitality". The individual in this position is a key member of the core staff team. The expectation is that all staff members be collaborative team players.

PURPOSE: To plan, organize and supervise food service and housekeeping at DuBois Center, including the rustic areas of camp, ensuring that well-balanced, tasty, appetizing meals are provided within the designated budget, and that our facilities are clean, inviting and ready to go for guest groups.

DESIRED QUALIFICATIONS:

- Enjoys working with people and possesses a sincere desire to serve others
- Supportive of our Christian purpose, as stated above
- Knowledgeable and experienced in all aspects of food service and housekeeping, including: menu planning, special diets, ordering, inventory control, meal preparation, meal service, maintenance of health standards and staffing - recruitment, hiring, training, supervision
- Successful experience in a camp or institutional food-service setting
- Successful experience supervising others
- Comfortable with the following computer programs: Excel, Outlook, Word
- Flexible and open to growth and change
- Physically active, in good health, emotionally stable, and able to lift 40-50 pounds
- Willing and able to work in a "limited smoking" environment
- Current IL State Food Service Sanitation Manager certification (or obtain within three months)

JOB SEGMENTS:

- Serve as a member of the Core Staff Team, working collaboratively to achieve DuBois Center goals, review overall operations and develop work priorities. Actively participate in all applicable staff meetings and training sessions.
- Supervise Cooks, Assistant Cooks & Helpers and Housekeepers, including: assigning tasks, orientation, training and on-site supervision. Schedule staff within established ratio guidelines.
- Work with Director of Outdoor Ministries to recruit and hire food service and housekeeping staff.
- Create and maintain the safest work environment possible, meeting all OSHA and other applicable standards.
- Develop cohesive food service and housekeeping teams, while working to integrate all staff into the larger DuBois Center staff team.

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FOOD SERVICE & HOUSEKEEPING COORDINATOR - page 2

- Oversee health and safety issues related to indoor & outdoor food preparation/service areas, lodging and indoor meeting areas.
- Develop meal and menu options for guest groups, campers, special diets, cook-outs and snacks that are nutritious, appetizing, tasty and within the budget guidelines.
- Order or purchase all food and non-food items necessary for the food service operation, while seeking to stay within budgetary guidelines without sacrificing quality to economy.
- Develop a positive working relationship with local suppliers and knowledge of the cost, quality and availability of their products.
- Develop and maintain an effective inventory system.
- Maintain records on the computer – menus, schedules, inventories, etc.
- Oversee receipt and storage of food and supplies; ensure incoming orders are checked against invoices; deliver approved invoices to office within 3 working days of receipt and follow-up on any discrepancies.
- Maintain all aspects of food service operation at or above federal, state, local and ACA (American Camp Association) operational and sanitation standards.
- Develop a system for dealing with leftovers and the provision of food for on-site staff.
- Review and implement a system for the preparation, transportation and service of meals at Picnic Point, Deer Run and the Rustic Meeting Shelter.
- Work with Director and program coordinators to review and implement a system for the provision of cook-outs and snacks.
- Complete annual performance reviews for all food service personnel, in conjunction with the Director of Outdoor Ministries.
- When necessary, serve as part of the meal preparation and housekeeping teams.
- Participate in evaluation of seasonal and summer operations.
- Coordinate maintenance needs with the core staff team.
- In conjunction with Director of Outdoor Ministries, develop one-year goals for food service and housekeeping areas, with personal work plans for each quarter.
- Develop and maintain a written and prioritized "wish list" of food service, housekeeping, furnishing, and interior projects, items, and equipment with approximate costs. This will be used in setting overall DuBois Center priorities, and acted upon as funds become available.

ESSENTIAL FUNCTIONS:

- Ability to lift, unload and move food, dishes, supplies and furnishings
- Ability to communicate effectively with diverse people - in person, by phone and email
- Cognitive ability to plan, coordinate and supervise all aspects of food service and housekeeping to achieve program goals and meet applicable health and safety standards
- Ability to safely operate all kitchen equipment
- Ability to assess cleanliness of dishes, food contact surfaces and food preparation and storage areas as well as all indoor facilities used by guest, and respond when not up to standard
- Ability to observe the behavior of food service staff and respond to hazardous practices

HOURS: 8-16 hours per week, year round. The Food Service & Housekeeping Coordinator has some flexibility in scheduling their work time, with the priority being on the accomplishment of the job segments. Some weekend and evening hours are required to ensure adequate supervision, training and coverage. If the Coordinator would like additional hours, cooking and cleaning shifts may be added to these hours.