



**DuBOIS CENTER**  
**Illinois South Conference United Church of Christ**  
**Position Description**

**TITLE:** Hospitality Coordinator  
**CLASSIFICATION:** Regular part-time, non-exempt  
**REPORTS TO:** Co-Executive Directors of DuBois Center  
**HIRING RANGE:** \$20 per hour

**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 Illinois South Conference of the United Church of Christ. Church membership is NOT a requirement for employment. We provide facilities, services, and programs that support our mission and provide a "Ministry of Hospitality."

**PURPOSE:** To plan, organize, and supervise food service and housekeeping at DuBois Center, including the rustic areas of camp, ensuring that well-balanced, appetizing meals are provided for a low-cost budget, that our facilities are clean, inviting, and ready to serve campers, retreatants, and guest groups.

**DESIRED QUALIFICATIONS:**

- Possesses a sincere desire to serve others and is supportive of our Christian purpose
- Knowledgeable and experienced in all aspects of food service and housekeeping, including: menu planning, special diets, food ordering, inventory control, meal preparation, meal service, maintenance of health standards and staffing.
- Successful experience supervising others
- Successful experience in institutional food-service setting
- Current State of Illinois Food Service Sanitation Manager certification or ability to obtain within one month of employment
- Comfortable with the following: Microsoft Excel, Outlook, Word
- Willing and able to work in a "limited smoking" or "non-smoking" environment

**JOB SEGMENTS:**

- Provide for the health and safety of all campers, guests, and staff at all times, including:
  - a) following all health and safety guidelines,
  - b) having a high level of personal hygiene and arriving for work in neat, clean, appropriate attire.
- Supervise cooks, assistant cooks, kitchen helpers, and housekeepers including: scheduling shifts, assigning tasks, orientations, training, and assisting in recruitment and hiring.
- Develop menus and meals for guest groups, campers, special diets, cook-outs, and snacks within budget.
- Develop systems for linen and other housekeeping supplies storage and quick housekeeping turnovers
- Order/purchase all items necessary for food service and housekeeping operations.
- Oversee receipt and storage of food and supplies – including inventorying food and supplies for food service and housekeeping.
- Maintain all aspects of food service and housekeeping operations at or above federal, state, local and ACA (American Camp Association) operational and sanitation standards.
- When necessary, serve as part of the meal preparation and housekeeping teams.

**ESSENTIAL FUNCTIONS:**

- Ability to lift, unload and move food, dishes and supplies
- 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 to achieve program goals and meet health and safety standards
- Ability to safely operate all kitchen equipment
- Ability to assess cleanliness of dishes, food contact surfaces, food preparation areas, 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:** This is a part-time position. Hours vary depending on the guest groups using our facilities. 8-16 hours per week in fall, winter, and spring. 16-24 hours in the summer season. Some weekend and evening hours are required to ensure training and coverage. If the Coordinator would like additional hours, cooking and housekeeping shifts may be added to these hours.

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