

Title:	<u>Dining Hall Coordinator</u>
FLSA Status:	<u>Exempt</u>
Department:	<u>Horn Creek</u>
Reports To Job Title:	<u>Food Service Manager</u>

PURPOSE

The Dining Hall Coordinator is responsible for the dining hall areas and preparing these for guests before each meal. They will then oversee cleaning all of the dishes and kitchen after each meal. They will manage a rotating crew of staff to ensure that this is done properly and well. This person serves Sky Ranch by creating a hospitable and welcoming environment around all meal times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary duties and responsibilities include, but are not limited to the following;

- This person is responsible to serve camp by preparing the dining halls, dishes, and kitchens to serve guests at their best. This role includes but is not limited to:
 - Leading a team of rotating staff members to clean and put away all dishes and kitchen cooking items.
 - Ensuring that the kitchen and dining hall is cleaned after every meal and ready to be used for the next meal prep.
 - Setting the dining hall before each meal and preparing it for guests.
 - Leading a kitchen thorough cleaning once a week so that all areas are cleaned and sanitized according to the health code.
 - Ensuring that kitchen laundry is done routinely.
 - Arrive on time to meetings, meals, activities, and events
 - Take directions from managers and any full time staff of Sky Ranch in a prompt and respectful manner
 - Serve all guests in such a manner that reflects our desire to serve them and honor Christ
- Assist with other summer camp duties as needed. This includes but is not limited to:
- Assisting with housekeeping including: cabin and meeting room turnover, cleaning restrooms, dining halls, or other public spaces, laundry, or camp-wide cleaning.
- Assisting with program night events.
- Assisting with serving and cleaning dishes as scheduled.
- Assisting with other camp programs as needed.
- *Maintain compliance with Sky Ranch's employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- Perform other duties as required.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain compliance with Sky Ranch's employee policies and procedures.
- Maintain compliance with all state and federal laws and regulatory requirements.
- Perform other duties as required.

QUALIFICATIONS:

CERTIFICATES, LICENSES, REGISTRATIONS

- Ministry Safe / Child Advocacy

KNOWLEDGE OF

- Excellent communication skills (verbally interacts with campers, parents and staff and writes evaluations and letters to campers).
- Knowledge of workplace safety procedures.

SKILLS AND ABILITIES IN

- Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to guests (youth and parents), peers, and staff.
- Ability to communicate the vision of Sky Ranch to both internal and external customers.
- Ability to speak, read, and write proficiently in English. Ability to speak clearly and make self understood in face to face interactions. Excellent listening skills.
- Ability to deal with complex situations or issues and make effective, timely and appropriate decisions.
- Ability to exercise independent thinking and initiative
- Ability to maintain confidentiality.
- Ability to effectively facilitate meetings and/or discussions as required.
- Excellent interpersonal skills and relationship building skills.
- Excellent organizational skills; ability to multi-task and manage a variety of tasks.
- Professionalism in the workplace to include professional and accurate communication with others.
- Ability to abide by rules and regulations.
- Ability to meet deadlines.
- Fun, compassionate, responsible, good hygiene, physically capable to participate in most camp activities.
- Ability to adjust to quickly changing environment and situations, demonstrating flexibility and selflessness.
- Knowledge of workplace safety procedures.
- Good cooking skills and understanding of working in a commercial kitchen are preferred but not required.

PHYSICAL DEMANDS

- 100% -- Stands and walks long distances across camp during entire shift.
- 90% -- Verbally communicates with campers, staff and parents.
- 75% -- Reaches, bends and stoops frequently.
- 75%-- Capable of participating in all camp activities.
- 20% -- Carries 50 lbs.
- 20% --Climb ladders for activities and to reach top floor lodging.

- Hazards may include, but are not limited to, slipping, tripping, environmental, and risks associated with working around and with equine activities.
- Frequent washing of hands.

OTHER

Commitment to Christian principles and teachings both professionally and personally. Must be able to fully support Sky Ranch's Doctrinal Statement. An active membership in a church whose spiritual beliefs are aligned with Sky Ranch's Doctrinal Statement.

Commitment to Sky Ranch's Vision, Mission, Values (A.R.E.) and Principles (WOW, Stewardship, and Excellence) demonstrated in daily behavior.

Must demonstrate annually a clear background check and review of child safety practices as required for camp accreditation by the American Camping Association.

Possess personal spiritual discipline that models a proactive approach toward personal, spiritual, and relational health.