

Miracle Camp & Retreat Center

Job Description: Dining Service Assistant



Miracle Camp
& Retreat Center

Job Title: Dining Service Assistant

Division: Experience Team

Reports to: Dining Service Director

Direct Reports: Part time dining service staff

Key Relationships: Ministry Lead, Guest Service Director, Adult Program Director, Youth Program Director and part time dining service staff

Classification: Part-Time, Hourly

Overview:

Every professing Christian represents Jesus Christ and is a minister of the Gospel, regardless of department or position. The Bible states in 1 Peter that all believers are a holy priesthood, offering sacrifices to God through the work He has entrusted them to do. In scripture it is made clear that everything we do matters to God and that He wants us to use our service at Miracle Camp and Retreat Center (MCRC) to minister to others and glorify Jesus. Whether cleaning cottages, repairing vehicles, cooking food, answering phones, working with guest groups or teaching Bible studies, all Christians are Christ's ministers as we use our specific gifts. Romans 12 urges us as Christ's Body to use our different gifts as one unified team, knowing that we are all gifted with diverse talents and we are to fully use them to minister to others.

With that as the basis for working here, the Dining Service Assistant will work to ensure the highest quality experience for the guests of MCRC.

Position Summary

The Dining Service Assistant is responsible for managing the dining experience in the absence of the Dining Service Director. This person will follow the direction of the Dining Service Director and give leadership as needed to the part time dining service staff. This includes the prioritizing of the tasks for the day, giving direction to all areas of the kitchen, executing the production of the main entree and sides, and giving support where and when it is needed. The dining experience is a huge part of offering gracious hospitality and affordable quality to our guests. This is true even when the Dining Service Director is absent or otherwise engaged. The Dining Service Assistant will also support the Dining Service Director in administrative functions as needed such as inventory, meal cost analysis, and menu development.

Desired Profile:

- Be a professing Christian who demonstrates growth as a disciple of Jesus Christ, in part through consistent involvement in a local church and regular study of God's Word.
- Eager to embrace your God-designed role as a minister of the Gospel.
- Willing and able to participate in and/or lead a Bible study/devotional
- Eager to be equipped to share the Gospel with any guest who needs to know the truth of salvation.
- Eager to participate in required ministry equipping sessions.
- Willingness to abide by the policies for MCRC's staff.
- Be a self-starter, professional, energetic, detailed, ambitious and committed to the growth and development of MCRC.
- Have experience in and a heart for Christian hospitality.
- Be flexible and aware that MCRC's scheduled activities may be interrupted due to the needs of our guests.
- Have a servant's heart with a desire to part of a team ministry.
- Be willing to work days, evenings, and weekends to meet the needs of the ministry organization and our guests.

Job Responsibilities

- Meal Preparation and Serving
 - Obtain a ServSafe Certification and ensure that ServSafe procedures are being observed
 - Under the authority of the Dining Service Director, manage staff to prepare and serve meals and snacks
 - With input from the Dining Service Director, evaluate and determine production quantities
 - Prepare upcoming meal production lists
 - Make sure presentation of meal is of the highest quality and is attractive to guests
 - Optimize flow of meal line for efficient service
 - Keep beverage stations stocked for guest groups
 - Carefully prepare special meals to accommodate dietary restrictions

- Gracious Hospitality
 - Interact with guests to ensure an excellent experience by anticipating and meeting needs.
- Staff Management
 - Provide ongoing training and leadership to dining service part time staff in guest service and kitchen skills
 - Support the front house and dish room staff as needed
- Cleaning
 - Ensure the dining hall is clean immediately following each meal
 - Ensure the kitchen is clean immediately following each shift
 - Ensure cleanliness meets standards by checking the work of others and providing additional support

Other Requirements

- Living - Housing is not available on site
- Travel requirements - Limited to less than 5% of working time
- Work schedule - Varies according to need. Extensive summer and weekend work is required throughout the year with compensating mid-week days off.
- Must be able to lift 50 lbs and occasionally 50-100 lbs with assistance
- Must be able to push, bend, and twist
- Must be able to stand for long periods of time sometimes working 12-14 hour shifts

Qualifications: Background and Experience Required for This Position

- Beneficial spiritual gifts: Understanding, leadership, serving, hospitality
- Experience: Dining Service Experience
- Knowledge: Knowledge of Dining safety, commercial kitchen equipment, and inventory management
- Must be creative and innovative and willing to work with a team to accomplish the goals of the team.
- Must be an excellent leader who can motivate a team to accomplish projects and goals.
- Must have excellent problem solving skills and be self motivated.
- Must live a Christian life that is in agreement with the statement of faith of the Fellowship of Evangelical Churches.
- Is a person who is flexible to the ever changing demands of a Christian camp and retreat center environment.

Performance Review Process

Annually, the Dining Service Director will provide a 360 degree performance review of the Dining Service Assistant based on a set of core competencies with feedback from the Dining Service Director, a self evaluation, and feedback from any direct reports and co-workers as well. The results will be compiled by the Dining Service Director and reviewed with the Dining Service Assistant, and the Dining Service Director will provide feedback including recommendations for performance improvements.

The Core Competencies to be Evaluated for this position are:

- Work ethic, initiative, self-motivation
- Flexibility
- Godly character, growing spiritually, applies scripture to their life
- Committed to excellence, does their best
- Problem solving, solution focused, can-do attitude
- Guest (customer) orientation, willing to serve
- Cultural fit, committed to unity, team player, able to communicate
- Humble, caring, gentle
- Resolute, able to make hard decisions and commit
- Able to delegate and trust, good at training/teaching/coaching
- Excellent at communication
- Results oriented, able to hold others accountable for results

I understand and agree to the qualifications, responsibilities, requirements, processes and expectations listed above:

Employee Signature: _____ Date: _____

This job description generally describes the duties, activities, responsibilities, and qualifications of employees assigned to this position; however, it can and should not be viewed as an exhaustive description of the functions and requirements of the position, which may change over time as business need and circumstances necessitate.