



# ALPINE CAMP AND CONFERENCE CENTER

## DINING ROOM HOST LEAD

7/1/2017

PART-TIME

### PURPOSE

Present superior food quality, quantity, variety, and service to each guest, thereby fulfilling Alpine's mission in providing a Mountain Top Encounter with Jesus Christ.

### ACCOUNTABILITY RELATIONSHIPS

Reports to Food Service Manager and works closely with the Head Cook, Cooks, Baker, Dining Room Hosts, Utilities and various other staff members as needed.

### GENERAL QUALIFICATIONS

- Must demonstrate a strong, maturing faith in Jesus Christ as Savior and Lord; the ability to confidently articulate that faith; and a willingness to serve the Church of Jesus Christ in a Christian camping environment.
- Must demonstrate and articulate an active interest, support, and belief in the major tenets of Evangelical Christianity and the Evangelical Covenant Church in particular.
- Must demonstrate speech and behavior consistently aligned with the Covenant Affirmations; along with Alpine's Identity Statements, Character Guide and Peacemaker's Pledge.
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires.
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results; evidencing healthy flexibility and self/time management.
- Able to productively work in an environment with frequent interruptions and occasional chaos.
- Proven willingness to follow directions of direct supervisor or his/her designee.
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written mutually agreed upon job descriptions and standards of performance.

### SPECIFIC QUALIFICATIONS

- Must have strong leadership skills.
- Possess a current San Bernardino County food handler's card.
- Possess strong customer service skills.
- Ability to be proactive to staff and guest needs.

### GENERAL RESPONSIBILITIES

- Proactively participate in assigned (staff/management team) meetings, activities and outcomes.
- Intentionally contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Peacemaker's Pledge, etc.
- Proactively engage in increasingly effective two-way communication (sharing information, resources and feedback) within your department and, as needed, with all relevant departments regarding actions and resources required to achieve determined results.
- Comply with all policies and practices as outlined in Alpine's Personnel Policy Handbook and other handbooks and manuals relevant to this position.

- Commit to Alpine's Relation Covenant guidelines.
- Other duties as assigned by Alpine's executive leadership.

### **SPECIFIC RESPONSIBILITIES**

- Ensures the cleanliness and presentation of the dining room and all service areas for designated meals, special events and snacks
- Ensures the timely preparedness of all dining room staff for service
- Inspects all equipment, utensils, and supplies before guests enter into serving areas and ensures a smooth serving process
- Responsible for the proper opening and closing of all food service areas
- Operates all kitchen equipment correctly, insuring that they all work properly
- Keeps dining room and food service storage areas clean and sanitized up to Health Department Standards
- Uses Decision-Making Guidelines
- Directly supervises Food Service Utility Staff
- Reports any disciplinary recommendations to the Food Service Manager

### **GENERAL ESSENTIAL FUNCTIONS**

- Able to arrive consistently on time and prepared to work.
- Capable of ascending and descending stairs and ladders
- Capable of lifting and carrying up to 50 pounds
- Possesses a valid California driver's license and a clean driving record or an Identification Card.
- Able to sit, stand and/or work in varied conditions for extended periods of time as needed.
- Able to clearly speak to and hear others both in person and through varied electronic communication devices.

### **SPECIFIC ESSENTIAL FUNCTIONS**

- Work in cooperation with other Staff Members with a willingness to assist in other departments
- Actively demonstrates and implements quality service to Alpine's guests
- Actively demonstrates and implements Alpine's Food Service Standards
- Takes an active role in anticipating the needs of the guests and providing for them
- Consults with the Food Service Manager as concerns arise
- Understands hours worked will be flexible and will require some early mornings as well as nights and weekends
- The ability to work inside and outside in various weather conditions such as cold and hot temperatures, rain and snow
- Other duties as assigned by the Food Service Food Service Manager