



ALPINE CAMP AND CONFERENCE CENTER

FOOD SERVICE MANAGER

FULL-TIME
7/1/2017

PURPOSE

Through an effectively trained and motivated team, present superior meal and service experiences to each guest, with consistently high food quality, quantity and variety; fulfilling our mission through providing Christ-like hospitality to guests, staff and vendors.

ACCOUNTABILITY RELATIONSHIPS

Reports to the Operations Director and works closely with HR, Program, Guest Relations, Marketing, and Facilities Managers and staff.

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, Peacemaker's Pledge and Relational Covenant.
- 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. Willing to submit to directives given by Alpine's executive leadership.
- 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.
- A proactive, life-long learner in both professional and personal areas (heart, soul, mind, strength).

SPECIFIC QUALIFICATIONS

- Demonstrated, effective customer service orientation and skills.
- The ability to provide leadership, supervision, and to bring out the best work in others.
- Computer competency in Excel, Publisher and Word.
- Proficient in math relevant to food service management.
- Serve Safe Certified.
- Able to accurately and annually comply with documentation for Food Service Management experience (ACA, SF-22).
- Able to provide consistently high quality meal experience, age appropriate, at a reasonable cost.

GENERAL RESPONSIBILITIES

- Proactively participate in assigned management team and staff meetings, activities and outcomes.
- Intentionally contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Peacemaker's Pledge, Relational Covenant, etc.
- Lead and manage Food Service Team in a timely, growth-oriented manner, anticipating and providing for guest's food service needs.

- Proactively align efforts and results with Alpine's HATD, Food Service and Risk Management Practices.
- Lead the Food Service Team in consistent quality improvements while providing a meaningful and supportive work environment in which mutual accountability to standards and results is the norm.
- Generate, submit, and monitor track and project annual and monthly income and expense budgets as related to food service.
- Develop meaningful working relationships with Food Service vendors for the purposes of receiving excellent pricing.
- Effective and timely two-way communication with all relevant departments regarding the planning and execution of the above duties.
- Commit to Alpine's Relational Covenant guidelines.
- Consult with the Operations Director both regularly and as concerns arise.
- Other duties as assigned by Alpine's Executive leadership.
- Consistently high marks in customer satisfaction

SPECIFIC RESPONSIBILITIES

- Supervisory Role
 - Supervises the Food Service Administrator, Head Cook, Cooks and Baker.
 - Responsible for hiring, training, scheduling and evaluations of Food Service employees.
 - Works with Food Service Administrator on monthly work schedules.
 - Responsible for aligning actions of Food Service employees with Alpine's Identity Standards, policies and practices.
 - Timecard approval of Food Service Administrator and Food Service full and part-time employees.
 - Consistently healthy levels of staff morale in Food Service.
- Planning and Control
 - Responsible for menu planning, including all seasonal and holiday banquet menus.
 - Leads strategic planning and training meetings with Cooks and Dining Room Hosts.
 - Responsible for budget management, proper inventory and invoice control, ordering, receiving, and storage of foods and supplies.
 - Clarity of expectations regarding organization, cleanliness, service, attention to detail, and mission mindedness.
- Preparation and Execution
 - Operates all kitchen equipment correctly, ensuring that all equipment works properly.
 - Responsible for the proper opening and closing of all food service areas and facilities.
 - Sees that kitchen and food storage areas are kept clean and sanitized according to Health Department, ACA and Alpine standards. Does so through both modeling (do-it-yourself, cleaning up after oneself, even dirty dishes, mopping, etc.) and appropriate delegation.
 - Uses Decision-Making Guidelines, as outlined in the Alpine Food Service Department Standards.

GENERAL ESSENTIAL FUNCTIONS

- Ability to perform the duties and responsibilities as outlined.
- Regular, timely attendance.
- Ability to lift and carry 50 pounds.
- The ability to work inside and outside in various weather conditions such as cold and hot temperatures, rain and snow.
- Capable of ascending and descending stairs and ladders.
- Must possess a valid California Driver License and have a clean driving record.
- Ability and willingness to work flexible hours, including some mornings, late nights, and weekends.

SPECIFIC ESSENTIAL FUNCTIONS

- Be able to cook with skills of a chef a variety of menus for campers of various ages and cultures, banquets, guests, leaders and staff.