



ALPINE CAMP AND CONFERENCE CENTER

DINING ROOM HOST

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 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

Signatures:

I _____ have read and received a copy of my Job Description.
(Print Name)

I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor:

Employee

Date

Supervisor

Date Reviewed with Employee