



ALPINE CAMP AND CONFERENCE CENTER

FOOD SERVICE MANAGER

FULL-TIME
2/2/2018

PURPOSE

Through an effectively trained and motivated team, hospitably present meal and service experiences to guests in a manner that helps Alpine fulfill its mission of providing a mountain top encounter with Jesus Christ through Christian camping.

ACCOUNTABILITY RELATIONSHIPS

Reports to the Executive Director and works closely with HR, Program, Guest Relations, Marketing, and Facilities Managers and/or designees.

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 and Word.
- Proficient in math relevant to food service management.
- Serve Safe Certified.
- Proactively align efforts and results with Alpine's HATD, Food Service and Risk Management Practices.
- Lead and manage Alpine's Food Service Team in a timely, growth-oriented manner, anticipating and providing for guest's food service 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, Relational Covenant, Lifestyle Covenant, 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.
- Other duties as assigned by Alpine’s executive leadership.

SPECIFIC RESPONSIBILITIES

- Supervisory Role
 - Develop meaningful work relationships with Food Service vendors for the purpose of receiving excellent pricing.
 - Responsible for hiring, training, scheduling and evaluations of all Food Service employees.
 - Delegates tasks.
 - Responsible for aligning actions of Food Service employees with Alpine’s Identity Standards, policies and practices.
 - Timecard approval of all Food Service employees.
 - Generates and maintains consistent healthy levels of staff morale in Food Service including interactions with employees from other departments.
 - Consult with the direct supervisor both regularly and as concerns arise.
- Planning and Control
 - Plan nutrition age appropriate menus for a variety of demographics.
 - Plan for and deliver on dietary restrictions requests in a timely customer satisfaction oriented manner.
 - Lead the Food Service Team in quality improvements while providing a meaningful and supportive work environment in which mutual accountability to standards and results is the norm.
 - Lead 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. Generate, submit, monitor and project annual and monthly income and expense budgets as related to food service.
 - Clarify expectations regarding organization, cleanliness, service, attention to detail, and mission mindedness.
 - Consistently high marks in customer satisfaction.
- Preparation and Execution
 - Operate all kitchen equipment correctly, ensuring that all equipment works properly.
 - See that kitchen and food storage areas are kept clean and sanitized according to Health Department, ACA and Alpine standards. Do so through both modeling and appropriate delegation.
 - Coordinate all of the above so that the purpose of this position is fulfilled in a way that generates consistently high marks for food service in customer satisfaction.

GENERAL ESSENTIAL FUNCTIONS

- Ability to perform the duties and responsibilities as outlined.
- 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, including up and down steps and ramps.
- 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.
- Ability and willingness to work flexible hours, including some mornings, late nights, and weekends.

Signatures:

I _____ have received, read and understand 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 fulfill 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 Signature

 Date Reviewed with Supervisor

 Supervisor Signature

 Date Reviewed with Employee