



## POSITION DESCRIPTION:

### Hospitality & Food Service Team Member

**Position Title:** Hospitality & Food Service Team Member

**Purpose:** The Hospitality and Food Service Team Member (HFST) is responsible for providing Food Service, Housekeeping and related hospitality for guests and programs in cooperation and communication with the Executive Director and participating in aspects of the camp operations related to housekeeping, food service, and hospitality.

**Accountability:** HFST members are directly accountable to the Hospitality and Food Service Coordinator, and through that position to the Executive Director.

**Classification & Estimated Hours/Week:** The HFST is a non-exempt, hourly position with an estimated weekly schedule of 20 - 30 hours per week based on scheduling, seasonality of business, etc. Any overtime must be approved by the Executive Director. Pay rate commensurate with experience.

#### Minimum Qualifications:

- High School diploma or equivalent
- Additional training and experience in the field of food service or hospitality
- Team player, able to work with others cooperatively and creatively
- Flexible and willing to support the overall life and ministry that occurs at camp
- Able to carry out directions of your supervisor(s), and coordinate with other staff
- At least 18 years of age
- Experience with cooking for large groups, health standards, etc.
- Must pass a criminal records check, motor vehicle records check and other background screening as required by current policies and procedures.

#### Responsibilities of HFST include, but are not limited to, the following:

1. Preparation and Service of meals and snacks for guest groups as scheduled
2. Cleaning and organization of kitchen preparation and storage areas, dining room, and restrooms
3. Inventory preparation and grocery lists request
4. Learning, training, maintaining knowledge and practice of food safety standards
5. Inventory of linens, supplies and other goods related to housekeeping needs.
6. Complete duties related to housekeeping following each group/program.
7. Participate in continuing education training and certifications (ServSafe, First Aid/CPR, and other certifications) as requested or required.
8. Complete assigned duties as directed by your immediate supervisor and/or the Executive Director.
9. Abide by the personnel policies, community standards and practices of the Camping Ministries of the Carolinas, Inc and Fellowship Camp and Conference Center.
10. Other duties and responsibilities as assigned.