

Covenant Point Bible Camp

Job Description

Job Title: **Hospitality Manager**
Classification: ***Exempt, Fulltime***
Reports to: **Executive Director**
Benefits Eligibility: **Level IV**

Covenant Point Bible Camp is a year-round, Christian camp and retreat center, located on Hagerman Lake in Iron River, Michigan. A ministry of the Central Conference of the Evangelical Covenant Church, CPBC's mission is to present campers with the claims of Jesus Christ, and encourage them in their next step of faith. Covenant Point offers onsite and wilderness summer youth and family camps, year-round retreats, rental group facilities, and outdoor education opportunities to guests of all backgrounds.

Position Purpose:

The Hospitality Manager supports Covenant Point's mission, vision, and core values, by directing our food-service and housekeeping operations.

Essential Job Functions:

1. Manage the daily operations of the camp food service.
 - ♦ Oversee menu planning and preparation of delicious, diverse, nutritionally balanced, dietary-restriction conscious, and age-appropriate meals and special events foods for all CPBC programs.
 - ♦ Direct meal service and presentation.
 - ♦ Ensure safe and efficient preparation and service of camp meals, following HACCP standards.
2. Oversee the inventory and ordering of food, equipment, and supplies and arrange for the routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities.
 - ♦ Maintain inventory levels of food and household supplies to maximize usage and minimize costs.
 - ♦ Maintain high standards of cleanliness, sanitation, and safety.
 - ♦ Clean and maintain all food-service areas.
 - ♦ Inspect and ensure equipment is repaired as necessary.
 - ♦ Promote practices that seek to reduce waste, reuse items, recycle, and utilize foods from approved local sources as much as possible.
3. Manage all administrative and human-resource functions with regard to kitchen staff.
 - ♦ Direct all kitchen staff training.
 - ♦ Assist with interviewing and hiring of assistant cooks and kitchen crew. Meet regularly one-on-one with assistant cooks for coaching, performance feedback, and discipleship.
 - ♦ Plan, coordinate, schedule, and supervise the work of the assistant cooks, and all kitchen staff; monitor and document staff performance.
 - ♦ Assist executive director in annual kitchen budget planning.
4. Oversee year-round housekeeping operations.
 - ♦ Maintain inventory of all cleaning supplies.
 - ♦ Train and supervise safety procedures with use of chemicals.
 - ♦ Plan, coordinate, schedule, and supervise the work of the staff in housekeeping duties.

Other Job Duties:

As a member of the year-round staff, the hospitality manager will also contribute at times to: select strategic discussions on the overall mission of the camp, clerical assistance, hospitality services, housekeeping/grounds duties, and staff outings, devotions, and special events.

Relationships:

The hospitality manager hires and supervises a staff of seasonal assistant cooks, works in conjunction with program staff to ensure the integration of the food service in the mission and program goals of the camp, communicates with the operations manager to assist in the proper and efficient operation of all kitchen

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appliances, coordinates full-time and intern staff for kitchen needs, and communicates with registration staff to ensure the safety and hospitality of guests with dietary restrictions.

Qualifications: (Minimum Education and Experience)

- ♦ Demonstrates a vital, mature, and growing personal faith in Jesus Christ.
- ♦ Demonstrates emotional and relational maturity, strong self-awareness, and interpersonal skills.
- ♦ Supports the mission, vision, and core values of Covenant Point, and the Evangelical Covenant Church.
- ♦ Possesses a bachelor's or culinary degree, and/or culinary skills to sustain and build upon Covenant Point's high standard of food quality, preparation, presentation, and hospitality.
- ♦ Fosters a Christ-centered culture of excellence, playfulness, service, and creativity in the kitchen.
- ♦ Manages and supervise staff effectively.
- ♦ Experience leading a large food service setting: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, cleaning, and institutional kitchen equipment.
- ♦ Strong work ethic, positive attitude, knack for precision, and passion for ministry.
- ♦ Holds current certification (ServSafe) or licensure for operating a kitchen in the camp's jurisdiction.
- ♦ Ability to work within a budget and purchase supplies efficiently.
- ♦ Passes criminal, sexual offender and child abuse background checks.
- ♦ Possesses valid driver's license with good driving record.

Knowledge, Skills, and Abilities:

- ♦ Knowledge of current health and safety laws and practices is essential.
- ♦ Knowledge of and experience in preparation of special dietary foods/restrictions.
- ♦ Ability to manage detail with accuracy, and approach all aspects of work with frugal ingenuity.

Physical Aspects of the Job:

- ♦ Ability to effectively communicate orally and in writing, with staff and guests.
- ♦ Physical ability to lift and carry 50 pounds.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ♦ Physical mobility and endurance to perform tasks while standing/walking/going up and down stairs for long periods of time (5 hours or more).
- ♦ Ability to safely and properly use kitchen equipment.
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.

Compensation:

- ♦ FT salary range: \$32,000-\$40,000
- ♦ Platinum-level comprehensive health, dental, vision, mental health, and life insurance plan
- ♦ 403b retirement contribution match plan
- ♦ Generous paid time off, continuing education, and sabbatical plan

Applicants are welcome to send a cover letter and resume to:

erik@cpbc.com

OR

Covenant Point Bible Camp
358 W. Hagerman Lake Road
Iron River, MI 49935
Attention: Erik Strom, Executive Director