

**Indiana Conference of the United Methodist Church
Impact 2818 Outdoor Ministries**

POSITION DESCRIPTION

Title of position Food Services and Hospitality Supervisor

Classification Exempt

Supervisor EF/CA Camp Manager

Top 2 Priorities

1. Oversee and participate in operations of Epworth Forest and Camp Adventure kitchens ensuring our quality and standards.
2. Oversee hospitality for on site guests ensuring they have a positive experience from beginning to end.

Responsibilities

a. Overall purpose of position

The Food Services and Hospitality Supervisor is responsible for directly supervising, maintaining, and cooking in the kitchens at Epworth Forest and Camp Adventure year round. In addition, this person will ensure that hospitality practices and procedures are being carried out by the site host and are providing an excellent guest experience.

b. Essential functions

1. Directly supervise the kitchens at Epworth Forest and Camp Adventure year round including supervising all food service staff at these locations.
2. Recruit and hire additional food service staff at EF and CA as needed for retreat season and summer season.
3. Maintain and track inventory of food and supplies at EF/CA.
4. Responsible for cooking for all guest groups at EF during retreat season and summer season.
5. Order food and additional supplies as necessary to serve our summer and retreat groups.
6. Follow established food service system to maintain a high level of quality ensuring that all food is hot, on time, and that we don't run out.
7. Complete and track waste logs at EF/CA to adjust production sheets as necessary.
8. Work within the food service budgeting parameter. Track all expenses and prepare monthly report.
9. Ensure that the EF/CA kitchens are operating in accordance with all applicable health department regulations.
10. Ensure hospitality procedures are being carried out by site host through regular check-ins while groups are on site.
11. Work with EF Site team through weekly meetings to make sure all areas of site are welcoming

and ready to receive guests (proper signage, seasonal décor, maintaining the front office lobby, etc.)

c. Occasional functions

1. May occasionally be asked to assist at other sites.
2. Assist with onsite events as needed.
3. Other duties as assigned.

d. Supervision of staff/volunteers (if any)

1. Recruit, train, and supervise all food service staff at EF and CA for retreat season and summer season.
2. Conduct periodic in-service training as needed.
3. Perform annual evaluations for any long-term employees.

e. Workplace requirements

EF and CA are primary locations of work, with occasional assistance at other sites as needed. Some travel may occasionally be required. This is a site-based position. This position involves a limited amount of office work with the majority of work being carried out in the kitchens and on site. Standing, walking for extended periods of time, lifting, and moving various objects is a frequent part of this job. Reasonable accommodations may be made as needed.

f. Budget accountability

Accountable to Camp Manager for all purchasing within the constraints of site budgets.

5. Qualifications required to carry out this position: knowledge, abilities, and skills

1. Knowledgeable and supportive of the mission and ministry of Impact 2818 Outdoor Ministries
2. Bachelor's degree from four-year college or university, or one to two years related experience and/or training, or an equivalent combination of education and experience.
3. Current and ongoing ServSafe Certification.
4. CPR/First Aid Certification.
5. Willingness and desire to learn and acquire new skills.
6. Knowledge and ability to use MS Word and Excel and other internet based applications.

6. Additional comments that may aid in describing the work of this position