



# Community of Christ

## Center Place Campgrounds, Inc. (CPCI) d/b/a Lake Doniphan Conference and Retreat Center Position Description

<b>Date</b>	October 26, 2018
<b>Title</b>	Food and Hospitality Services Manager, Lake Doniphan Conference and Retreat Center (CPCI), Excelsior Springs, MO
<b>Education Requirements</b>	Bachelor's Degree in Hotel/Restaurant Management or a related field, preferred.
<b>Experience Required/Desired</b>	Minimum of five years successful and progressive food management and hospitality experience in an institution (school, health care facility, etc.), camp, resort or retreat center environment.
<b>Immediate Supervisor</b>	Executive Director
<b>Employment Status</b>	<input checked="" type="checkbox"/> <b>Full Time</b> (40 hours per week) <input type="checkbox"/> <b>Part Time</b> (20 hours or more per week) List hours per week: <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week) List hours per week: <a href="#">Click here to enter text.</a>

<b>Summary of Position</b> <i>(3-4 sentences describing the position in general terms)</i>	<p>Lake Doniphan Conference and Retreat Center is looking for a talented, motivated and detail-oriented individual to oversee the food and hospitality services management of our 300-acre facility located at the northeast edge of the Kansas City Metropolitan Area in northwest Missouri. The qualified individual for this position will have at least five years of food and hospitality management experience. Responsibilities include but are not limited to, the management of all kitchen and hospitality personnel, equipment, processes, inventory and event setups, up to and exceeding the satisfaction of the guests.</p> <p>This position is responsible for the overall food and hospitality services operations of the Center including: personnel management for food and hospitality services; housekeeping; food preparation and kitchen/dining room oversight; hosting of and set up for guest groups in accordance with Community of Christ requirements and applicable safety, health and accreditation standards, in order to serve the program needs of patrons,</p>
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	<p>guests and other site users. Hands on and direct participation in all aspects of food and hospitality services expected. Food and Hospitality Services Manager will work in harmony with the Executive Director to assure quality and safety for all.</p> <p>Residence on the grounds may be an option but is not required. Must have a flexible schedule with the ability to work nights, weekends and holidays as needed, and the ability to fill in for other staff roles in their absence. Persons with full time or part time interest are welcome to apply. Please include pay range expectations.</p>
<p><b>Essential Functions</b>  <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i></p>	<ol style="list-style-type: none"> <li>1. Oversee all aspects of the daily operation of the Center’s food, dining, housekeeping, and set-ups for all guests and their events in coordination with the Executive Director.</li> <li>2. Ensure that Lake Doniphan policies, procedures and ethics are adhered to.</li> <li>3. Lead by example by maintaining positive working relationships with all Center employees and by regularly working along side Food and Hospitality Services staff.</li> <li>4. Maintain high standards of cleanliness, sanitation and safety, exceeding all legal requirements.</li> <li>5. Remain informed and current in Food and Hospitality Services Management functions and codes for local, state and federal governments - this may include light travel to ensure that proper training is received.</li> <li>6. Perform quality performance inspections routinely, develop action plans for any deficiencies and implement plan; maintain active records of all inspections, action plans, and follow up actions to correct deficiencies.</li> <li>7. Develop and monitor business plan and annual budget for Food and Hospitality Services operations; coordinate with Executive Director.</li> <li>8. Create menus in alignment with budget; analyze inventories to ensure efficient use of budget.</li> <li>9. Manage related inventories and prepare vendor orders as needed based on scheduled activities and in alignment with budget.</li> <li>10. Ensure routine maintenance, sanitation and upkeep of the food and hospitality services equipment.</li> <li>11. Effectively interact with with guests, management, employees, vendors and regulatory agencies.</li> <li>12. Participate in interviewing and hiring food service, housekeeping and set-up staff in coordination with the Executive Director; lead employee training; monitor performance and resolve issues.</li> <li>13. Primary food and hospitality services person during the “off-season” – cook meals; portion meats, vegetables, salads and other meal items; bake, wash and carve; set up/take down tables/chairs; mop floors; make beds; stock linens; use commercial mixer, dishwasher, food processor, knives and other kitchen equipment; use floor machine, along with other staff.</li> <li>14. Responsible for all other duties that may be assigned.</li> </ol>
<p><b>Competencies/Skills</b>  <i>(List knowledge, skills and abilities necessary to perform job, including physical demands,</i></p>	<ol style="list-style-type: none"> <li>1. A commitment to Community of Christ and Lake Doniphan missions, philosophies and values.</li> <li>2. A solid understanding of food service and hospitality procedures and best practices; knowledge of quality standards.</li> </ol>



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<i>with a minimum of 5 required and 3-5 desired)</i>	<p>3. Ability to develop budgets and control expenses; ability to create, comprehend and interpret a variety of analytical reports.</p> <p>4. Progressive culinary and hospitality management experience, including organizational and follow-through skills with attention to detail.</p> <p>5. Ability to establish and monitor a team-oriented environment, to provide staff leadership to fulfill organizational goals and objectives, to adequately train and delegate responsibilities to staff.</p> <p>6. Excellent communication skills: verbal, written and listening; providing proactive and front-line communication with guests.</p> <p>7. Proficiency with the Internet, Microsoft Office, and ability to quickly learn other software.</p> <p>8. Daily access to dependable transportation, valid driver's license and insurance required; ability to lift 30 lbs.</p> <p>9. Understanding of the camping and hospitality industries.</p> <p>10. Ability to live within a 20-minute drive of the Center.</p>
<b>Supervisory Responsibility</b>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>Staff numbers range from 3 to 10 or more, seasonally.</p>
<b>Other Duties</b>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<b>Registered Youth Worker</b>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
<b>Grade</b> (To be filled out by Human Resource Ministries)	<p>N/A</p>
<b>Ministerial Status</b> (to be determined by Human Resource Ministries)	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>
<b>Overtime Status</b> (to be determined by Human Resource Ministries)	<p><input type="checkbox"/> Exempt  <input checked="" type="checkbox"/> Non-exempt</p>