

JOB DESCRIPTION



Job Title: Dining Room Coordinator

Reports to: Food Services Manager

Department: Food Services

Work Location: Dining Room

Position Purpose

The Dining Room Coordinator (coordinator) coordinates the safe, effective and efficient operation of our three dining rooms. The coordinator works closely with the Food Services Manager (FSM) to ensure a safe and timely delivery of each food service. The coordinator reports to the FSM for various set-up and take down tasks to provide a well run meal service.

Young Life is a relational ministry. Incumbents must be able to convey a sense of Christ-like hospitality and concern for guests and staff. Responding to the unexpected needs of the guest in a prompt and professional manner is important and required. All staff members are expected to represent Young Life positively and professionally within the community. This is a seasonal full time position (Apr 1-Oct 31).

Key Duties and Responsibilities

General Responsibilities

Strive to consistently exceed the expectations of guests and to demonstrate an uncompromising commitment to service and quality

1. Ensure quality standards are maintained regarding cleanliness and overall appearance of Dining Rooms, furniture, and equipment
2. Ensure superior training of Work Crew, volunteers, and paid staff
3. Must be a team player and possess a teachable attitude and have the ability to follow direction and to give direction to Dining Room staff
4. Must be able to work well with teenagers and young adults
5. Act as a liaison between the kitchen staff and the Dining Room staff
6. Committed to upholding Young Life Food Service Standards
7. Maintain health and sanitation standards for Young Life Food Service that meet or exceed provincial government health codes
8. Maintain standardized set up and take down procedures for Dining Rooms
9. Maintain standardized serving and bussing procedures for Dining Rooms
10. Restocks paper products, linens and cleaning supplies as needed
11. Follows and enforces all safety protocols and procedures (FOODSAFE, WHMIS, MSDS)
12. Actively participate in the weekly Occupational Health and Safety Meeting
13. Arrive at work on time, properly attired and prepared to work
14. Maintain cleanliness and organization in dining areas and front pass in kitchen
15. Maintain a positive attitude
16. May at times be required to help with dishwashing and minor food preparation
17. Flexibility in scheduling required to coincide with camps

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Dress Code

1. In the Pinnacle Dining Room and Lakeview, clean jeans are typically fine (no tears or holes permitted). Sweatpants are not allowed. Closed toed shoes are mandatory. We will provide a RRC serving shirt for regular meal service.
2. In Wolfe Creek Lodge, black pants and black shoes must be worn for all meals. We will provide a RRC serving shirt for regular meal service.
3. In the event of a formal dinner, you will be required to supply and wear a white shirt or blouse (not a sweatshirt) with black pants and black shoes.
4. Hair must be pulled back, minimal jewelry, clean hands, no nail polish.

Relationships

1. Lead by example in cooperating with all other departments on the property to operate as a team and produce a well functioning body. This includes being a positive spiritual leader and example.
2. Relate to the local community in a manner best suited to carry out the public relations policy of Young Life, as presented by the Property Manager.
3. Treat all interpersonal relationships on the property with staff and guests with equal importance to the task at hand.

Note:

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.