

Job Description: Lead Kitchen/Housekeeping Staff



Reports to: Hospitality Manager

Capacity: Part-Time position

Compensation: \$22 per hour, part-time to full-time

Job Summary: Responsible, dependable, and courteous individual who will ask clarifying questions and observe practices in each aspect of their job. Must be willing to listen and follow directions, fill in as a supervisor when necessary, and provide leadership to other staff members in their areas of duty. Work in both the kitchen and housekeeping environments as needed and determined by the supervisor.

Key Responsibilities

Kitchen responsibilities:

- Oversee and lead kitchen operations when the manager is absent.
- Help manage the Dining Hall operations.
- Take the lead in prepping, cooking, and serving food to guests in a timely manner.
- Help compile the list of items to order for the kitchen operations.
- Communicate with staff and guests in a positive manner in order to enhance the working and camp experience.
- Lift heavy equipment when necessary.
- Help keep the kitchen organized, clean, and sanitized.

Housekeeping responsibilities:

- Oversee and lead housekeeping operations when the manager is absent to ensure that all cabins and meeting areas are kept to the highest standards of cleanliness.
- Clean rooms/cabins to the set standard.
- Clean and disinfect bathrooms across the entire camp, including main facilities.
- Help to keep cleaning and housekeeping supplies stocked.
- Keep logs of major repairs and report them to the supervisor for the facilities manager to address.
- Communicate with staff and guests in a positive manner in order to enhance the working and camp experience.

Skills and Qualifications

- Great customer service with vendors and guests.
- Good teamwork, leadership, and respect for staff.
- Follows all instructions given by the supervisor.
- Plans and multitasks in a fast-paced environment.
- Reliable, self-motivated, and has a high energy level.
- Uses clear and concise verbal communication with staff and guests.
- Maintains appearance and hygiene. Must follow Camp and Legal dress code expectations.
- Has the ability to complete job duties and any other duties as necessary with speed and accuracy.
- Acts in a manner consistent with Pilgrim Pines Camp's mission, which includes anti-racism and pro-LGBTQ+.

Education, Experience, and Licensing Requirements:

- High School diploma, or GED
- Hospitality or kitchen experience preferred
- Must have or obtain a current food handler's card and other certification as required by federal/state/local law.

Preferred Experience:

- Experience working in a commercial kitchen setting
- Supervisory experience

Core Competencies:

Cooperation: Committed to a positive working relationship with the Executive Director, managers, other staff, and all camp users; takes initiative but also checks in with supervisor about suggestions, new ideas, and concerns; acts as a team player.

Hospitality: Genuinely welcomes and greets all persons interested in the Camp, in person or on the phone, with a positive, warm presence. Offers help and encouragement to guests. Is clear about how to address questions when an answer is unknown in the moment.

Organization: Prioritizes work assignments with an ongoing and updated task list; meets deadlines; learns and applies Camp policies and procedures, prioritizing safety and health policies; is able to multitask; is able to be interrupted while working and respond positively to new or unexpected situations.

Confidentiality: Uses diplomacy and tact in all relationships; keeps appropriate boundaries of confidentiality in communicating information about other staff and all camp users; shares frustrations and concerns only with the Executive Director, Manager, or Board; acts with integrity and trustworthiness as a public representative of the Camp.

Communication: Facilitates open, clear communication about the Camp's (facility/kitchen/etc) needs between staff, the Executive Director, and the Board; promptly follows up on tasks and updates all affected parties.

About the Camp

Pilgrim Pines is located in the unincorporated village of Oak Glen, ten miles from the I-10 freeway. The elevation is approximately 5200 feet— located just about a mile high! The village of Oak Glen is an unincorporated area of San Bernardino County, located in an orchard country renowned for its apples and berries. Neighbors of Pilgrim Pines include farmers, shops and restaurants, and the Wildlands Conservancy. There is a long-time relationship with the Conservancy that includes overnight visits by campers each summer. The camp includes cabins and lodges, a pool, a labyrinth, Vesper Point, a campfire circle, a field, hiking trails, and a challenge course. It sits in a canyon with Oak Glen Creek flowing through and is filled with oaks and pines. The camp property was originally purchased in 1943 from a school for the deaf, and the first summer camp session for the conference was held in June 1944. Within five years, additional adjacent lots were purchased, and then a series of new buildings, lodges, and cabins were constructed in the 1950s and 1960s. The most recent construction occurred in the 1990s, but recent donations have enabled us to renovate the Health Lodge, add ADA accessibility features, and ramps. These donations have also established a large fund restricted for capital improvements. This fund will enable significant repair and upgrade projects at our facility over the next several years, in addition to establishing a long-term endowment to support the ongoing repair and maintenance of our facilities and grounds.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by persons authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to their own health, safety, or the health or safety of others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

OUR MISSION & VISION

Pilgrim Pines Camp and Conference Center, a ministry of the United Church of Christ, affirms persons of all ages, sexes, genders, gender expressions, sexual orientations, racial or ethnic backgrounds, socio-economic positions, intellectual, developmental, emotional, and physical abilities, or religious affiliation.

We seek to:

- Provide an inclusive and safe environment for personal and spiritual growth and to be accepting of a diverse population of opinions, beliefs, ideas, and backgrounds.
- Nurture the community by building personal relationships.
- Encourage care and concern for all of God's creation and encourage a sustainable world through modeling environmentally just practices.
- To seek to create a peaceful and healing community in which people learn to cooperate in an inclusive and diverse setting.