



Position Title: Dining Host(ess)
Classification: Summer Position
Reports To: Food Service Director, Summer Cook
Direct Reports: Kitchen Specialists
Key Relationships: Program Director, Program Coordinators, Housekeeping Supervisor

Position Summary

The Dining Host(ess) works directly for the Food Service Director. They shall primarily be responsible for following schedules, menus, food leftover storage procedures, and other assignments; assuring quality procedures in food handling; coordinating pre-meal duties for kitchen specialists; and the maintenance and cleaning of all kitchen equipment.

Key Job Functions

- Works with the Cooks to organize food serving according to menu.
- Follow schedules, menus, food leftover storage procedures, and other assignments.
- Assures quality procedures in food handling and transporting to meet program needs.
- Responsible for all items needed for each meal, place settings, condiments, and all other serving needs.
- Cleans kitchen equipment and assists with other cleaning as available.
- Coordinates pre-meal duties according to schedules prepared by the Food Service Director and Summer Cook.

Other Duties

- A summer staff member in a small organization like Pine Ridge is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
 - Assisting with maintenance duties like repairs, construction, landscaping, and lawn care.
 - Assisting with housekeeping duties like cleaning, sweeping, and mopping.

Sample Schedule

7:00am- Prepare Breakfast	1:00pm- Clean Up Lunch
8:00am- Serve Breakfast	2:00pm- Break
9:00am- Clean Up Breakfast	4:00pm- Prepare Dinner
10:00am- Attend Support Team Devotional	5:00pm- Serve Dinner
11:00pm- Prepare Lunch	6:00pm- Clean Up Dinner
12:00pm- Serve Lunch	7:00pm- Chapel

General Qualifications

- Agrees with the philosophies, policies, and procedures of Pine Ridge Bible Camp.
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- Is willing to forego personal rights for the common good of the camp and camper.
- Is flexible and able to work with campers and other staff members.
- Communicates clearly both orally and in writing.
- Be in good standing with a local church.

Specific Qualifications

- Must be at least 16 years of age with preference given to applicants that are 18 or older.
- Preference given to those previous experience in quantity food service or equivalent training.
- Preference strongly given to applicants with ServSafe certification or those willing to be certified.

Working Conditions and Physical Requirements

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).