

4577 Billy Maher Road Memphis, TN 38135-1119 (901) 377-9284

**Job Description**

Job Title: Assistant Operations Director

Effective Date: ASAP

Reports to: Director of Operations

Status: Part-time

Expected Starting Salary:

**Job Summary**

The Food Ministry is a core element of St. Columba’s mission of hospitality to its guests and campers.. The Assistant Operations Director will be expected to serve as the principal meal planner for any and all St. Columba Episcopal Center camps and events involving food service. They will be in charge of operation of all kitchens, dining rooms, on-site catered services, staffing, and on-site food inventories/ordering.

A “typical week” of Food Service means providing meals during the weekend. However, the Assistant Operations Director must be flexible and available to work varying days/hours throughout the week while maintaining an appropriate number of days off. During periods of no food service, hours will be filled by future planning for a growing center and assisting other departments.

We are seeking a member of our management team who will deeply care about the ministries of St. Columba and will build a food service staff that will provide excellent care of our campers and guests through caring for their food needs. The Assistant Operations Director will be asked to be a strong independent worker who can clean and prepare for all incoming groups. They will also be asked to be a key member of the hospitality team at St. Columba, welcoming guests and making them feel at home.

**Hiring Process**

The Assistant Operations Director should be available to begin mid March so that they have time to assist in hiring and building a kitchen staff in preparation for the summer.

St. Columba is an equal opportunity employer and values diversity and inclusiveness. St. Columba conducts criminal background checks and is seeking someone with a clean record.

**Responsibilities**

1. Communicates honestly, directly, and promptly any questions and concerns
   1. Acknowledging receipt of updated information
   2. Attends staff meetings
   3. With Head Chef, hire, train, and schedule a part-time/seasonal staff that can work flexible hours to serve meals throughout the varying St. Columba booking calendar
   4. Report janitorial supply shortages to the Director of Operations
   5. Report any maintenance concerns to the Director of Operations and Associate Executive Director for Facilities
   6. Need to help cultivate better expectations among staff of right and wrong workplace performance: cleaning dining/kitchen, attentiveness to ice/beverages, etc.
2. Facilities: ensures the space and equipment is safe, and in good repair
   1. Organizes kitchen and storage for cleanliness, efficiency and code compliance
   2. Routine cleanings and stocking of all guest-use kitchens and laundry facilities on the property
   3. Schedule routine cleaning of refrigerators, ice makers and other food service equipment to ensure proper and cleanliness and function
   4. Develops checklists for cleaning and prep.
   5. Trains staff in kitchen policies and procedures and ensures compliance
   6. Develops daily, weekly, and monthly calendar for prep and cleaning
   7. Ensures dining hall is functional and attractive for group needs
3. Food: ensures the provision of meals and snacks for guests
   1. Plan group-appropriate meals and beverages for St. Columba’s guests
      1. Southern Home-Style
      2. Vegetarian and other dietary restrictions
      3. Children/Youth groups
      4. Adult Conferees from local commercial and non-profit organizations
      5. Adult Retreats for Churches, Clubs, and Guilds
   2. Coming up with some staple menus that can be rotated, including some seasonal ideas.
   3. Purchase food and equipment within approved budget
   4. Minimizes food waste through menu planning and proper storage
4. Budget and finances
   1. Ensure receipts and invoices are properly coded and submitted promptly
   2. Make every effort to ensure tax exemption is honored
   3. Create cost savings through menu planning, creative use of leftovers, use of existing inventory, quantity management and other cost-saving methods
   4. Track food purchasing and use and prepare reports
   5. Utilize efficient staffing

**General Character**

As the conference center of the Episcopal Church, St. Columba strives to welcome all with love and kindness. All employees of St. Columba are asked to provide the highest level of hospitality for all guests during their stay by being flexible, accommodating, and friendly.

**Education Level**

● Licensed driver with clean driving record

● Preferred ServSafe certification or ability to acquire within 6 months of start date

● Preferred at least high school diploma or equivalent

**Physical Demands**

● This person in this position is required to move around the buildings and traverse the property

● Lift and carry up to 50 lbs.

● Setting up tables and chairs

● Repetitive movement and ascending and descending stairs.

**Core Behavioral Competencies**

● **Attention to Detail**—Able to follow detailed procedures and ensure accuracy

● **Commitment to Task**—Able to take responsibility for actions and outcomes and persists in spite of obstacles. Demonstrates dependability in difficult circumstances and shows a sense of urgency about getting results.

● **Coping**—Able to maintain a solution-oriented approach while dealing with interruptions and interpersonal conflict.

● **Service Focus**—Able to demonstrate a high level of service delivery. Able to be of service to difficult people. Deal effectively and proactively with service failures. Effectively prioritizes public needs.

● **Flexibility**—Able to perform a wide range of tasks and change focus quickly as demands change. Manage transitions effectively from task to task. Effectively adapts to varying public needs.

● **Quality**—Able to maintain high standards despite pressing deadlines. Does the work right the first time. Reinforces excellence as fundamental priority.

● **Teamwork**—Able to share due credit with coworkers. Displays enthusiasm and promotes a friendly group working environment. Works closely with other groups as necessary. Supports group decisions and solicits opinions from coworkers. Displays team spirit.