

## Job Posting: Dining Room Supervisor

**Employment Type: Part-Time Seasonal**

**Possible Start Date: January 2019**

Located in Beaverton ON, Fair Havens Ministries is a Christian, non-profit organization composed of a summer Family Camp, Retreat Centre, Outdoor Christian Education Centre, as well as a Youth Discipleship program.

*Our mission is to host and facilitate 'life changing experiences to the glory of God' through the provision of a conference and retreat centre along with biblically based programming in support of the Kingdom vision God has given us. Our vision is to faithfully and with integrity administer our God-given resources and be led by a motivated and supported staff and volunteer community.*

### Job Summary

We are seeking an enthusiastic and dedicated individual to work alongside our Food Services Team. As Dining Room Supervisor, you will be responsible for; providing an exceptional guest experience for our guests, overseeing all day-to-day service operations, providing direction to serving personnel and maintaining a safe, orderly and sanitized dining room and kitchen.

### Key Responsibilities

- Providing service to 30-240 guests at any given meal
- Providing leadership and guidance to serving and dishwashing staff throughout the duration of each shift;
- Maintaining dining room through inspecting, monitoring and cleaning of food service stations, beverage stations, tables, floors and windows;
- Ensuring the quality control of all meals, salad bar, and special diet requests;
- Resolving food service issues in conjunction with the Executive Chef/Sous Chef;
- Maintaining a high level of cleanliness and organization, including participating in daily cleaning routines;
- Being aware of and abiding by all Health and Safety and Food Handling requirements
- Planning and implementing on-going training of staff.

### Skills and Attributes

- Customer service oriented and highly motivated; goal-driven and a self-starter;
- Excellent interpersonal, relationship-building skills and a team player.
- Strong leadership and management skills.
- Task orientated, problem solver, excellent planning, organizing and efficiency skills
- Ability to lift and move 10 to 40 lbs and able to stand, walk and work for 6 to 8 hours
- To communicate, both written and verbal, with guests and staff

### Required Experience

- High school diploma or equivalent
- 2+ years in food service (preferred)
- Leadership and management experience (preferred)

**To apply for this position, please send resume to Andrew Schroeder at [aschroeder@fairhavens.org](mailto:aschroeder@fairhavens.org)**