



# BUCKHORN CAMP

SUMMER CAMP & RETREAT CENTER

## HOSPITALITY SPECIALIST

**SUPERVISOR:** Site Director

**DATE RANGE:** Negotiable, ideally mid-May thru October

### FOOD SERVICE JOB DUTIES

- Oversee inventory and ordering of food, equipment and supplies in line with camp budget
- Maintain a sanitary and safe environment for food handling, storage, and serving
- Clean and maintain all food-service areas including kitchen and dining hall
- Be alert to equipment and facilities to ensure appropriate utilization, proper care, and maintenance
- Plan appropriate quantities of nutritious and healthy meals appropriate for campers and guest retreats
- Accommodate and take care to provide for guests and campers with special dietary needs, and provide adaptations/alternatives for dietary restrictions
- Work within a pre-determined budget to create food menu and orders
- Maintain inventory of food and supplies
- Confirm, accept, unload and inventory deliveries of food, supplies, and equipment
- Communicate correct ServSafe procedures and practices with kitchen staff
- Adhere to summer camp or group retreat schedule provided
- Create and maintain a positive, supportive relationship with staff team
- Be alert to staff personal and/or health problems - discuss with Camp Nurse and/or Camp Director when appropriate
- Follow and uphold all safety and security rules and procedures

### QUALIFICATIONS

- Minimum 21 years of age
- Food Safety works/ServSafe certified or ability to become certified once hired
- Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, cleaning, and commercial kitchen equipment
- Experience in institutional or large food service setting a plus
- Willingness to follow directions and work as a team member

### COMPENSATION

*Financial compensation is dependent on experience*

All Buckhorn seasonal staff are provided on-site lodging, meals when camps are in session, access to 320-acres of remote wilderness in a beautiful mountain setting, scheduled time off, and relatively close proximity to Fort Collins, Loveland, Cheyenne, and Laramie!

### HOUSEKEEPING JOB DUTIES

- Oversee the Housekeeping of Buckhorn facilities
- Manage staff and volunteers in a professional manner
- Oversee the inventory and ordering of cleaning supplies in line with camp budget
- Monitor chemicals used in cleaning
- Ensure safety measure are in place when storing chemicals and cleaning solutions
- Adhere to safety guidelines and best practices in house keeping
- Train summer staff in cleaning procedures
- Check and sign-off on facilities cleaned before each group's arrival

### PHYSICAL DEMANDS OF THIS JOB

- Ability to communicate orally and in writing
- Capability of working with groups (of varying age and skill levels) to provide necessary instruction/ information
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to enforce safety regulations and execute appropriate emergency procedure
- Physical ability to respond appropriately to situations requiring first aid. *Must be able to assist others in an emergency (fire, evacuation, illness, injury, etc.)*
- Ability to safely and properly use kitchen equipment
- Duties will include/require prolonged standing, bending, stooping, walking,
- Hand-eye coordination and manual dexterity to manipulate equipment
- Ability to lift and move items up to 50 lbs.

- Strong organizational and communication skills
- Ability to work independently, take initiative, and actively problem solve
- Good character, integrity, and adaptability
- Willingness to ask for assistance when needed
- Good health, ability to lift up to 50 lbs., and be on feet for extended periods of time
- Heart for service, love for food, and pride in maintaining / overseeing team for facility cleanliness