

Gravatt Camp and Conference Center
Job Description: Assistant Dining Services Manager

Job Title: Assistant Dining Services Manager

Reports to: Dining Services Manager

Position Purpose: To further the mission and vision of Gravatt while living out the core values through sound management of the overall food-service operation of the conference center including purchasing, preparation, nutrition, service, sanitation, security, personnel management, customer service, and record keeping.

Essential Job Functions:

1. Assist the Dining Services Manager with the daily operations of all dining services including coordinating activities between the kitchen and dining room.
2. Cook, especially when size of group does not warrant bringing in additional help.
3. Assist with the inventory, ordering and arrival of food, equipment, and supplies.
4. Arrange for the routine maintenance, sanitation, and upkeep of the kitchen, its equipment, dining hall and facilities.
5. Ensure high quality and appropriate quantity of homemade meals and snacks for guests, within a budget.
6. Ensure adherence to DHEC regulations, educating all staff as appropriate.
7. Maintain an attractive, comfortable dining hall for guests.
8. Maintain clean, attractive coffee areas around the center.

Other Job Duties: Participate as a member of the Gravatt team in order to meet the needs of guests and the Gravatt Camp and Conference Center mission. Maintain clear and positive written and verbal communication with all staff. Assist with special projects as needed. Other duties may be assigned by the executive director.

Qualifications: Must be at least 21 years old. High school diploma or equivalent required. Experience in institutional or large food service setting. Knowledge of and experience in food service: ordering, inventory, budgeting, food preparation, family-style serving, buffet serving, food preservation, cleaning, and institutional kitchen equipment. Working knowledge of DHEC regulations. Knowledge of proper institutional cleaning techniques, supplies and equipment. Ability to work within a budget and purchase supplies efficiently. Experience in supervision. Prefer Servsafe certification; require ability to obtain if not already certified.

Equipment Used: Industrial stove, oven, convection oven, mixer, sink, dishwasher, refrigerator, freezer, microwave, sharp knives and utensils, clothes washer and dryer, cleaning chemicals, etc.

Physical Aspects of the Position: Ability to communicate and work with and provide necessary instruction to guests and staff. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques. Visual and auditory ability to identify and respond to environmental and other hazards related to the kitchen. Physical ability to respond appropriately to situations requiring first aid. Requires endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate kitchen equipment. Ability to lift 50 pounds.

Hours: Irregular hours, including weekends. Typical schedule is a 40-hour week; however adjustments may be made based on guest needs.