



24075 E Arrah Wanna Blvd. | Welches, OR 97067 | 503-622-3189
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Job Description: Assistant Hospitality Director (AHD)

Responsible to: Hospitality Director (HD) & Executive Director (ED)

Qualifications: Degree in commercial food-related/hospitality field or extensive experience in commercial food service and hospitality; management/leadership experience

Pay: \$17 per hour – options to increase wage based on performance

Contact: Raquel Alvarado (HD) | hospitality@camparrahwanna.org | (323)335-0914

Camp Arrah Wanna (CAW) is looking for a committed, positive, hard-working employee to support the Hospitality Director (HD) in both food service and housekeeping operations and management. The AHD will be working to oversee Food Service and Hospitality Crew members and ensure compliance with Oregon Food Service rules and Operational Camp regulations. The goal is to prepare and serve delicious food and provide clean and tidy facilities to our guests, while helping maintain an orderly & positive work place.

Skills Needed:

- Proven experience as assistant director or other similar position
- Leader and critical thinker, ready to solve problems before they become obstacles.
- Experience in food service management & commercial kitchen operations
- Knowledge of OR Food Service regulations and quality standards
- Outstanding communication and management skills
- Excellent organizational and leadership skills
- Aptitude in problem-solving

Hours: Details of actual weekly schedule will depend on varying needs of our guest groups

Full-Time from April-October

Part-Time from November-March (with possibility of full-time work depending on groups)

AM shift = roughly 6:00 am – 2:00 pm

PM shift = roughly 12:00pm – 8:00 pm

Each employee is hired on a 3-week trial period

In consultation with the Executive Director (ED), Hospitality Director (HD), and following the guidelines established by the Camp Arrah Wanna Board of Directors and Oregon Organizational Camp Rules, the AHD will oversee and implement the day-to-day operations of food service and housekeeping during AM and/or PM shifts with the following:

1. **Responsibilities in Food Service** will include direction from the HD to complete the following tasks:
 - a. Be informed of all Health Department guidelines and requirements regarding safe food handling, preparation, storage and clean up. Implement these guidelines in the kitchen at all times during assigned shift. A high level of cleanliness must be maintained in all aspects of kitchen operations.
 - b. Oversee and carry out meal prep & service for guest groups each day while managing kitchen staff by communicating expectations clearly and giving consistent direction. Some staff members are young and may require additional support and structure.

- c. Help maintain continuity between AM & PM shifts by assigning daily tasks & making sure expectations are clear and completed.
- d. Assist HD in planning weekly menus & ordering food accordingly, making sure all kitchen staff members are informed of necessary plan details.
- e. While working scheduled shift (AM or PM), take responsibility for managing/leading staff in a way that efficiently serves healthy meals on time, considering appropriate portion-size, food presentation aspects, health regulations, and guest group requests.
- f. Assist HD to develop and implement a training schedule for hired kitchen staff that will help them learn the overall goals, policies, and procedures of the CAW kitchen. Clearly and professionally relay any staffing concerns to HD in order to work out appropriate solutions.
- g. Help develop and implement Food Service policies and procedures to improve guest relations, helping CAW work toward a goal of total customer satisfaction.

2. Responsibilities in Housekeeping will include direction from the HD to complete the following tasks:

- a. Assist HD in creating schedule of housekeeping team members
- b. Oversee and carry out housekeeping tasks in a variety of lodgings spread over 50 acres of property: cabins, cottages, motel units, bunk-houses, bathhouses, meeting spaces, etc.
- c. Some specific tasks include: vacuuming, dusting, sanitizing, cleaning bathrooms (toilets, showers, sinks, counters), sweeping, laundry service, moping, trash removal, etc.
- d. Help maintain housekeeping records and report fix-it requests to HD
- e. Help keep housekeeping supplies tidy, chemical data sheets up to date, and all items properly stored according to Oregon Organizational Camp guidelines.
- f. During summer months, housekeeping is primarily carried out by CAW AWSOM Interns, but other employees may be asked to fill in during high-volume turnovers.
- g. From September through May, Hospitality Team members are scheduled weekly depending on the needs of our guest groups.

3. Qualifications include:

- a. Must be willing to communicate effectively & work well with others
- b. Must speak English fluently
- c. Must be flexible - CAW serves a variety of groups with a variety of needs
- d. Be a "friendly face" to guests while maintaining professionalism
- e. Must be respectful of overall mission of CAW
- f. All employees undergo a criminal background check
- g. Must be respectful & inclusive of diverse staff members and guests, specifically concerning culture, ethnicity, religion, creed, gender, & sexuality. Discrimination of any kind will not be tolerated
- h. Ability to work efficiently in hectic, fast-paced environment
- i. Hold a valid Oregon Food Handler's Card
- j. Have transportation to and from work place.
- k. Must be willing to perform various kinds of tasks in order to accomplish the job & work efficiently with others

More about Camp Arrah Wanna:

CAW is a year-round camp, conference, & retreat center located in Welches, OR. A true non-profit organization started in 1941, we are committed to "providing a beautiful, peaceful and safe environment where people can experience the transforming power of love and find support through healthy relationships and activities." We strive every day to make this the foundation of every service we provide, and our employees are the most crucial part of that mission.

We serve locals and visitors from all over the northwest and beyond: overnight youth & adult camps, conferences, Outdoor School programs, family reunions, and non-profit retreats. We

provide meals, lodging, and activities for our guests, which each have different needs and schedules. Therefore, our employees may work in various areas have different weekly schedules.

Benefits offered:

- Discounts on Camper Registration Fees: CAW's Summer, Winter, & Family Programs
- Flexible schedules
- Workplace perks such as food/coffee and flexible work schedules
- Working with a team of people who genuinely love to care for others

Hours per week:

- 20-29
- 30-39

Working days:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

COVID-19 considerations:

CAW employees will be following any and all state-mandated COVID-19 protocols