

Palmetto Bible Camp Hospitality Manager Position

Since 1966, Palmetto Bible Camp (PBC) has provided excellence in Christian camping. Nestled in the foothills of South Carolina, PBC operates 7 weeks of summer camp, a variety of Christian retreats, and is a partner to a variety of outside organizations who rent our facilities for events.

We are seeking a Hospitality Manager's to work with the PBC Board to ensure that our mission and operational goals are realized to full potential. This position is a critical role that impacts the camp experience for everyone at Palmetto Bible Camp.

The Hospitality Manager position helps ensure camp is ready for occupancy and use by campers, renters, and PBC board approved events.

This will be a part-time (25 hours per week maximum) non-exempt position. Compensation will be commensurate with experience. No health insurance or retirement benefits are included.

HOSPITALITY MANAGER:

JOB RESPONSIBILITIES INCLUDE (but not limited to):

- Ensure the camp kitchen is operated and maintained to current FDA food code and requirements to reduce risk of foodborne illnesses.
- Work with weekly camp directors to ensure compliance that at least one of their staff has the ServSafe Kitchen Manager certification.
- Communicate with weekly kitchen directors to ensure food orders are correct and to forecast menu changes that may take place.
- Coordination with food distributor sales team to order food, janitorial, and chemical supplies needed for each week of camp.
- Schedule food deliveries for each week of camp. Receive deliveries, rotate stock, and prepare kitchen storage and refrigeration areas to stockpile products.
- Order/purchase food necessary for all PBC Board approved events.
- Work with rental groups to ensure knowledge and understanding of food code regulations to mitigate foodborne illnesses.
- Notifying Camp Property Manager of any maintenance issues.
- Work in conjunction with the PBC Board via the board member assigned to oversee kitchen operations.
- Deep clean cabins from ceiling to floor as needed and maintain them so they are ready for occupancy. Work includes:
 - o Cleaning the walls and floors in a way that will preserve the woodwork
 - o Washing windows
 - o Cleaning blinds
 - o Cleaning and disinfecting the bathrooms
- Keep all cleaning supplies stocked.

- Keep all kitchen food supplies stocked.
- Keep the dining hall and bathhouse clean and ready for occupancy.
- Assist with camp registration for the seven weeks of camp.
- As time allows, help with light grounds work such as trimming shrubs and weeding garden areas as needed to keep the appearance of camp neat.

PHYSICAL REQUIREMENTS:

- Position requires walking, sitting, standing, and moving for extended periods. Must be able to maneuver up to 50 lbs. and lift 20 lbs. Must have endurance to work extended hours with sustained energy and upbeat demeanor.

JOB QUALIFICATION REQUIREMENTS:

- Excellent communication and relational skills
- Previous experience in Christian camping
- ServSafe Certification (need to attain within three months of hiring)
- Ability to manage multiple priorities and meet deadlines
- Work cooperatively and effectively in a friendly way with a broad range of people
- Gifted to work independently with minimum supervision
- Ability to pass drug tests and criminal background checks

SPIRITUAL REQUIREMENTS:

- Committed follower of Jesus with life evidence of fruit of the Spirit (Galatians 5:22-26).
- Exhibiting a life and walk worthy of your calling as a disciple of Jesus (Ephesians 4:1-6; Colossians 1:10).
- It is desired for this position to be filled by someone associated with churches of Christ but not required.

If interested, please submit your resume to Kent Massey at KMassey@prcoc.org Please direct any questions to the same.