

# WORLD FELLOWSHIP CENTER

P.O. Box 2280  
Conway NH, 03818  
[www.worldfellowship.org](http://www.worldfellowship.org)

## **Position: Dining Services Manager**

### **About The Organization:**

World Fellowship Center is an intergenerational, educational, rustic retreat center in a camp-like environment that promotes peace and focuses on social justice programming. It is set in the spectacular natural beauty of New Hampshire's White Mountains. Since 1941, World Fellowship has been a hub of progressive activity in the Northeast and a space for brave and challenging conversations; a multigenerational vacation destination that offers regeneration of mind, body, and spirit beside a pristine woodland lake in the shadow of Mount Chocorua.

### ***Mission and Vision***

World Fellowship Center promotes social justice and connections between people, communities, and nature through education, recreation, and creative expression. We envision a world where people are deeply rooted in their shared humanity and the pursuit of justice.

World Fellowship Center is an equal opportunity employer - we encourage and celebrate diversity in all forms and are committed to holding a healthy, brave, collaborative space for staff and community.

### **Position Summary:**

The Dining Services Manager is responsible for overseeing dining hall operations and meal services for 30-100 guests. This position sits on senior staff and collaborates with the Executive Director and other leadership positions, reporting directly to the Staff/Personnel Coordinator.

The Dining Services Manager contract is from late June - Early September. Priority is given to candidates who will be available for that entire window.

### **Key Responsibilities:**

- Supervise the dining area including setup for meal service, and dishroom operation for three meals a day with the support of swing staff
- Collaborate with the head cook, kitchen, and swing staff to ensure excellent hospitality as it pertains to food service. This includes opening meals on time, providing food and dietary information to visitors, and ensuring that additional portions and alternate meals are delivered.
- Oversee and enforce all health and safety practices, including COVID practices, in the dining room
- Maintain coffee, tea, and snack service throughout the day

- Coordinate with the Office Manager to create meal counts, dietary information, and meal pods plan; communicate this information to the kitchen and dining crews
- Supervise the staff and volunteers assigned to dining services each day - this includes creating a schedule, giving daily assignments, and overseeing quality
- Support other senior staff members in training and orienting crew members to best practices and procedures. As needed, schedule for breaks and meals, create team building opportunities, and support the needs and well being of the staff.
- Setup and cleaning of dining area for breakfast, lunch, and dinner in accordance with WFC and servsafe practices
- Deliver food to tables or buffet line, arrange additional portions with the kitchen
- Attend and participate in weekly staff meetings and weekly senior staff meetings
- Additional duties as assigned

### **Qualifications:**

- Alignment with World Fellowship's mission and vision and a desire to work alongside a team striving for a more just world
- Strong communication and collaboration skills
- Time management skills and a desire for efficiency
- Ability to receive feedback while remaining collected and approaching interactions with a desire to problem-solve
- Experience in shift supervision roles
- Communicate clearly and effectively, including in a dining room setting, with background noise
- Ability to move across campus, indoors and outdoors, multiples times per day including frequent stair use
- Lift and carry up to 50 pounds (Carry up to 25 pounds while ascending stairs)
- Have a current COVID-19 vaccine
- Good humor, patience, and grace

### **Desired Skills and Qualities:**

- ServSafe certification, with a strong focus on knowledge of common allergens, buffet and family style services, and COVID safety in congregate settings

**Compensation and Benefits:** \$700-\$800 weekly salary, depending on experience. Room and Board provided.

2022 is an exciting year for WFC with a new Executive Director and leadership team. We hope to have a team that is as committed to the social justice mission of the organization as we are.

### **Application Instructions:**

**[Please fill out this google form.](#)** If you have any questions or difficulties with the form, please contact [hiring@worldfellowship.org](mailto: hiring@worldfellowship.org).