



TENNESSEE-WESTERN KENTUCKY CONFERENCE



Tennessee-Western Kentucky Conference of the United Methodist Church JOB POSTING

Job Title: Hospitality Staff
Status: Part-Time
Classification: Non-Exempt
Reports to: Hospitality Director

About Beersheba Springs Assembly

Beersheba Springs Assembly is a pre-civil war hotel transformed by the Methodists into a conference and retreat center. As a part of the Tennessee-Western Kentucky Conference of the United Methodist Church (TWK UMC), we serve as a year-round facility that welcomes groups and individuals for retreats and events. Our mission is to offer gracious hospitality while providing opportunities for connecting with God and Community.

Summary of the Position:

Hospitality staff must be able to prepare buffet-style meals for groups sized 15 - 200, attend to the interior needs of the facility, and create a hospitable, clean and orderly environment for guests with integrity and attention to detail.

Qualifications

- ✓ **Faith** : Ability to thrive in a faith-based organization and a setting that embraces diverse faith beliefs
- ✓ **Interpersonal Skills:** Ability to work well with other staff as a team member, able to problem solve individually while communicating clearly
- ✓ **Helping/Customer Service Orientation:** Demonstrate concern for, attend to the needs of, provide resources for the work of staff and guests. Participate in a culture of hospitality and consistency for all processes associated with the operations of Beersheba Assembly.
- ✓ **Mission Mindset:** Commitment to the mission, vision, and values of the TWK UMC Conference;
- ✓ **Dependability** Self-motivated, honest, dependable;
- ✓ Experience in cleaning and food service settings;
- ✓ Attention to detail;
- ✓ Clear background check and references.

Essential Job Functions

1. Knowledge of and experience in the preparation of a variety of food prepared from scratch, including special dietary foods for vegetarian, vegan, gluten-free, and dairy-free guests.
2. Ability to prepare and cook food and serve to guests, follow proper standards for storage of food, and kitchen procedures, wash dishes, sweep and mop floors, and clean the dining hall.
3. Ability to resolve guests' needs with dietary restrictions about menu ingredients as they arise with grace.

4. Working with the Hospitality Director in ensuring the Assembly is kept clean and maintained by performing a wide variety of cleaning activities such as sweeping, mopping, dusting, polishing, making beds, taking out the trash, cleaning bathrooms, doing and restocking laundry, and keeping all public and meeting areas clean.
5. Operate the gift shop and assist with hosting needs as assigned.
6. Attend regular Department meetings. Notify the Hospitality Director of any damages, deficits, or disturbances in rooms.
7. Ability to work a flexible schedule
8. Ability to stand for long periods of time and move 50lbs.

Work Schedule, Number of Hours, & Compensation:

- Part-time
- \$12.00/hr
- Professional, team working environment.

Physical Demands and Working Conditions

While performing the duties of this job, the employee will be in kitchen/lodge/retreat center environment with exposure to extremes in temperature. Must have the ability to stand, sit or walk for long periods of time and move 50lbs.

Stipulations:

- Because of the Conference's non-profit status, its employees are not eligible for unemployment benefits.

Contact Information and Procedure:

To apply, please complete an application and return to Beersheba Springs Assembly or email to sarah.ratz@twkumc.org and specify that you are applying for a **Hospitality** position. Deadline for submission: until filled. Job offers are contingent on successful completion of references and background check process.