



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

Job Title: Hospitality Director
Status: Full-Time
Classification: Exempt
Reports to: Executive Director
Supervises: Hospitality Staff

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:

The Hospitality Director is responsible for the day-to-day operations of the Assembly, working closely with the Director to ensure the Assembly's achievement of its mission and health/safety standards. This includes but is not limited to managing Hospitality staff, responsibility for food service, laundry, and housekeeping tasks that are accomplished at a high-quality level. Communication between the Hospitality Director and staff is integral to the Assembly's success.

The right candidate for this position has knowledge of the hospitality industry with a strong desire to utilize those skills in an environment that is unique and unlike the industry.

Qualifications:

- **Faith:** Ability to thrive in a faith-based organization and a setting that embraces diverse faith beliefs;
- **Team mindset:** Ability to be a team player and work collaboratively;
- **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;
- **Communication Skills:** Excellent verbal and written communication.
- **Organizational Skills:** High ability to prioritize tasks and processes. Ability to plan, develop, and coordinate multiple tasks and projects. Attention to detail.
- **Time Management Skills:** Effective and efficient use of time, talent and resources.
- **Computer Savvy:** Proficient in the use of computers, including Microsoft Office, Outlook.
- **Dependability:** Able to meet deadlines and be reliable and self-motivated.
- **Integrity:** Commitment to high integrity and confidential and proprietary information.

- **Flexibility:** Ability to work a flexible schedule

Experience:

- Experience as an effective retreat leader in a retreat or ministry setting;
- Experience in cleaning and food service settings.
- Experience in working collegially and developing rapport with a wide diverse variety of individuals and leaders. Ability to work well with other staff as a team member, able to problem solve individually while communicating clearly
- Experience in communicating in diverse means and settings; including in-person meetings, email, church presentations, off-site meetings, and Zoom gatherings

Essential Job Functions

1. Provide leadership and oversight to the Assembly's operation, including but not limited to:
 - a. Kitchen and Dining Hall – Menu planning, nutrition, preparation, presentation, service, and sanitation, including special dietary foods for vegetarian, vegan, gluten-free, and dairy-free guests.
 - b. Personnel management – training, supporting, supervising, and evaluating Hospitality staff.
 - c. Record keeping (inventory, food consumption, food preferences)
 - d. Supplies – Ordering food, office, laundry, gift shop, and housekeeping supplies are stocked to ensure that staff has what they need to accomplish their tasks within budgeted amounts.
 - e. Scheduled and preventive facility care – identify, prioritize, and schedule.
 - f. Housekeeping and Laundry - All rooms, meeting spaces, and public areas are kept at a high standard of cleanliness.
2. Ensure compliance with all TN laws and regulations, including food code, ACA standards, and Conference and Board requirements. Hold a Food Service Manager certification through ServSafe.
3. Help create a culture of hospitality through all interactions, developing response systems, and training staff to resolve guests' needs as they arise with grace.
4. Ensure the Assembly is kept clean and maintained, assisting as needed with 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. Lead consistent Hospitality Department meetings assigning staff to tasks. Working closely with the Director to ensure staff is scheduled to meet the facility's needs and keeping the Director updated regarding the facility and staff needs.
6. Schedule, and attend training for staff that includes food service, safe sanctuaries, First Aid and CPR, and any required Conference training.
7. Connect with upcoming Guest groups to ensure the facility is prepared and set up. Hosting groups as scheduled.
8. Participates in ongoing professional development and integrates emerging new learning tools and processes.
9. Embrace the diversity and inclusion goals of the Conference and Camp and Retreat Ministries.

Work Schedule, Number of Hours, & Compensation:

- Full-time, salaried position \$40,000 per year, including housing.
- Full-time employees are eligible for medical/dental/vision insurance on day one.
- Full-time employees are eligible for 403(b) retirement savings plan on day one with a generous employer match of up to a 12% for an employee contribution of 3%.
- Vacation, sick time and paid holidays.
- 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 Assembly or email to sarah.ratz@twkumc.org and specify that you are applying for **Hospitality Director** position. Deadline for submission: **February 10, 2023**. Job offers are contingent on successful completion of references and background check process.