



DINING HOST

Position Description

This position is ideally filled by an individual who will join Richmond Hill's residential community. S/he will serve as the lead for all food services, ensuring that meals (for up to 70 people) successfully contribute to the hospitality component of Richmond Hill's healing mission.

RESPONSIBILITIES/DUTIES

[Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities/duties.]

- Full site planning, management, and maintenance of the kitchen, pantry, and refectory. Includes:
 - Ensuring cleanliness, order, and compliance with health regulations
 - Leading the safe preparation and presentation of nutritionally-balanced meals
 - Leading the safe preparation and presentation of food for special events, receptions, or other activities that involve food
 - Providing reasonable accommodation to the unique dietary needs of guests
 - Monitoring and managing the status of snack and coffee stations
 - Coordinating, encouraging, and directing the assistance of Council, residents, volunteers, and other staff in kitchen and refectory activities
- Inventory control, shopping, ordering, and receiving—all while working to guarantee accuracy and quality, to control costs, and operating within the granted purchase authority
- Works cooperatively with Retreat Host to advance a can-do atmosphere of hospitality for the Richmond Hill community and all guests
- Participates in the activities of the Hospitality Committee
- Coordinates the work of the (part-time) Assistant Dining Host and other kitchen-directed staff/volunteers, including the assignment of their specific duties and schedules
- Respects the unique challenges of a shared kitchen and the needs of residents
- These duties require the ability to:
 - Work at counter-height level for extended periods of time
 - Move, elevate, and use equipment and supplies weighing up to 25 pounds
- Other expectations:
 - Attend weekly core or all staff meetings, currently Tuesdays at 10:30a
 - Attend or support Richmond Hill's special events, as appropriate and able

COMMUNITY COMMITMENT

This individual will live on the premises and participate in the life of the Community as outlined in these documents: Resident's Letter of Understanding and the Residential Community Handbook. A commitment of three years is preferred.

HOURS/SCHEDULE

Full-time, 40-hours per week—scheduled with Supervisor; independently tracked; and observant of Monday as the residential community’s Sabbath—designed to accommodate times when meals are required for groups on the premises. Any time-off is earned and taken in accordance with the Richmond Hill Handbook.

POSITION CLASSIFICATION

This position is filled by a member of the Residential Community; compensation is via stipend and will generate a W-2 following the end of the calendar year.

DESIRED START DATE

Fall 2021

COMPENSATION

Employees and residential community members share a deep commitment to Richmond Hill’s mission. Their skills, experiences, and capabilities regularly exceed the compensation Richmond Hill can supply. Consequently, the salary (employees) and **stipend** (residents) levels are modest.

Available benefits are generous and do include full-funding of health, vision, and dental insurance; employer-sourced contributions to a 403B retirement plan; paid holidays and vacation; meals on site; an apartment; and an historic and sacred workplace.

Richmond Hill does not provide relocation expenses.

QUALIFICATIONS

The following list characterizes the knowledge, skill, and ability that will allow an individual to satisfactorily fulfill this position’s responsibilities/duties.

- At least 5 years of experience working in—and preferably leading—a congregate meal site (e.g., retreat facility, camp, daycare) serving at least 50 people
- Firm knowledge of fundamental food storage, preparation, and serving regulations
- Basic nutritional knowledge; ability to devise a diverse and healthy menu while managing food allergies
- Experience with meal planning and food purchasing for at least 50 people, conducted in a cost-conscious manner
- Well-organized, yet flexible to adapt to sometimes shifting numbers and needs
- Demonstrated team player who can successfully cooperate with others
- Respect for diversity; ability to work effectively in an ecumenical environment with people from different backgrounds

TO APPLY

It is Richmond Hill’s intention to have this role filled by a member of the residential community. Answering a call to live in community is an intentional process requiring mutual discernment between the applicant and Richmond Hill—and can take one to three months to complete.

To express interest in this role and the opportunity to live in community at Richmond Hill, please send a cover letter and resume to apply@richmondhillva.org. Richmond Hill will accept submissions until this position is filled.

NOTE: Should Richmond Hill deem this position cannot be satisfactorily met by a candidate interested in residency, it will consider non-residential applicants.

This position description reflects Richmond Hill's current assignment of functions; it does not proscribe nor restrict the tasks that may be assigned in the future.

2021