



**United Church Camps, Inc. (UCCI) Mission Statement:**

*“We will love God, One Another, and the Earth by providing sanctuary, practicing hospitality, and performing ministry.”*

**Job Title:** Hospitality / Operations Manager – Pilgrim Center

**Basic Function:** Leadership Responsibility of the UCCI Mission Statement including but not limited to team hiring, training, and organization around medical protocols, facilities management, food service operations, and housekeeping. This position reports directly to the Managing Director

**Significant Responsibilities:**

**Providing Sanctuary**

- Ensure compliance to ALL WI State Administrative Code.
- Ensure compliance to ALL WI Department of Health Safe Serve Standards.
- Ensure compliance to ALL Building Code.
- Strict support and execution of our Safe Conduct Policies and Procedures.

**Practicing Hospitality**

- Hire, Train, Schedule and Lead the Pilgrim Center Hospitality Team while instilling a work ethic and attitude that reflects the UCCI mission statement. Including assisting with the training and supervision of summer staff
- Interact and network with all Pilgrim Center guests devoting particular attention to group welcome / farewell standards.
- Coordinating the ordering of food, housekeeping, and maintenance supplies as needed within an established budget. Maintain and track Inventory.
- Manage the Information Technology Systems
- Coordinate and administer the medical needs of guests in accordance with the UCCI medical protocol.

**Performing Ministry**

- Willingness to show concern and compassion for the well-being of internal and external guests accommodating special dietary needs, abilities, and cultural sensitivities.
- Provide and manage recycling opportunities and programs.
- Other Duties as assigned.

**Required Qualifications:**

- Strong Communication Skills.
- Basic Information Technology and Computer Skills.
- Efficient Time Management Skills.
- Exhibiting Flexibility and Self-Motivation Skills.
- EMR or Higher EMS Licensing.

**Preferred Qualifications:**

- BS / BA or the equivalent.
- State of Wisconsin Department of Health Food Manager License.
- Previous Facilities Management Experience.
- Previous Hospitality Experience in Food Services and/or Housekeeping.
- Previous Leadership Experience.

**EEO Statement:**

Employment decisions at UCCI are based on merit, qualifications, abilities, and needs of the ministry.

It is the policy of UCCI to provide equal opportunity for all people without regard to age, race, religion, color, physical or mental handicap, marital status, sex, gender, national origin, ancestry, sexual orientation, arrest record, or conviction record.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.