

Kinasao Lutheran Bible Camp



A place set apart...

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Guest Services Manager

Job Posting

Kinasao Lutheran Bible Camp is looking for an individual with the gift of hospitality, a passion for Christian camping, and a joyful follower of Christ, to join the year round ministry leadership team in the role of Guest Services Manager.

Rental services are a large part of the Kinasao ministry, as it brings many new people onto the Kinasao property – a place set apart inviting all to experience God’s love. The Guest Services Manager (GSM) will support the ministry by showing God’s love to all those who come to Kinasao by providing excellent hospitality and support services to ensure groups have an enjoyable stay at Kinasao.

The GSM will be in charge of all aspects of our rental services – handling inquiries, preparing contracts and invoices, hosting and being available for groups while on site, and providing food or housekeeping services as requested.

The GSM role is a year round, part time position. Hours will fluctuate as they will be based on the number of guest groups booked each month, and the services they require. Hosting and cooking duties will primarily happen on weekends throughout the year, while housekeeping duties can take place during the weekdays. The GSM will need to be on site and on call while guest groups are utilizing Kinasao. Kinasao housing is available for rental.

The GSM will be in charge of the summer housekeeping and kitchen staff, providing leadership and supervision of these seasonal roles.

The GSM will be an important part of the ministry leadership team as Kinasao moves forward in fulfilling the core values of the ministry. They will be expected to be involved in team meetings and future planning for the Kinasao ministry. All leadership team members must uphold Kinasao’s values, statement of faith, be in support of, and involved with, the ministry taking place at Kinasao.

Interested applicants should submit a resume and cover letter to Interim Executive Director, Kristi Stolee, at kristi@kinasao.ca by Feb 28, 2020. The position will start in April 2020, with the specific date to be determined with the successful applicant. Any questions can be directed to Kristi Stolee via email.





JOB DESCRIPTION – GUEST SERVICES MANAGER

Purpose:

To prepare for and help facilitate the use of Kinasao's facilities by guest groups as to support Kinasao's outdoor ministry goals and objectives. The Guest Services Manager's duties are specifically related to the areas of Housekeeping, Guest Group Hosting, and Staff or Volunteer Coordination.

Responsible to: the Kinasao Executive Director

Requirements:

- Must have an active faith in Jesus Christ and seek to honor God in all areas of their life.
- Be able to take direction from a supervisor and work as a member of a team, as well as carry out assigned duties independently.
- Be able to communicate clearly and report and record activities as required.
- Have the gift of hospitality, exhibiting exceptional interpersonal skills.
- Take pride in keeping things clean and presenting an inviting facility.
- Ensure the facility is meeting legislated requirements for accommodation standards according to the Public Accommodation Regulations issued by the Government of SK.
- Hold a Food Safety Certificate, or be willing to acquire.
- Attend staff meetings and team events as requested.
- Must positively represent Kinasao in both public and private situations.

General Responsibilities:

- Guest Group Booking & Hosting:** Handle inquiries, contracts and invoicing for guest groups. Prepare facilities for use by guest groups. Greet guest groups upon arrival, review expectations for facility use, be available throughout guest group's stay to answer questions and ensure a positive experience using the Kinasao facilities.
- Housekeeping & Food Services:** Ensure the cleanliness and sanitation of Kinasao buildings and grounds during and after guest group use. Provide food services for groups as requested. Perform regular housekeeping duties, and maintain deep cleaning yearly schedule as needed. Work within given budgets.
- Staff and Volunteer Supervision:** Train and supervise summer housekeeping staff to assist with duties. Coordinate food services with summer head cook. Coordinate volunteers to be effective in working on ongoing projects.

