



Seasonal Support Staff

Job Description

Every staff member will support and further the core values and purpose of Cathedral Ridge in words and actions:

Core Values:

- to provide innovative, transformative, creative Christian formation for all ages
- to embody excellence in hospitality
- to bring people together—to give life to all
- to offer sanctuary
- to be holistic stewards of all creation

Core Purpose: to provide both a sanctuary and a stimulating environment where people can connect meaningfully and find their lives transformed through relationship with God and one another.

This position involves providing assistance on various tasks on campus as needed. It is expected that assistance will vary but will primarily be in the areas of kitchen and hospitality support.

Responsibilities/Duties

Kitchen

- Follow direction of the chef/kitchen manager in maintaining the highest standard of food quality, taste, and production.
- Work collaboratively with chef in dining hall preparation.
- Ensure food is prepared and stored within Colorado State Health regulations.
- Report any maintenance concerns to chef/kitchen manager.
- Ensure that kitchen and dining hall are ready for next shift.
- Inform incoming shift of any concerns using message board.
- Maintain a professional and positive attitude with all coworkers and guests at all times.

Hospitality

- Follow direction of the hospitality manager in maintaining the highest standard in care and cleanliness.
- Assist guests with settling into their lodgings and campus orientation.
- Respond to guests' needs and requests throughout event.
- Keep dining hall and meeting spaces stocked and tidied at all times.
- Refill water, coffee, tea, creamer, sugar, cups, spoons, napkins

CATHEDRAL RIDGE

1364 County Road 75
Woodland Park, Colorado 80863
719.687.9038
office@cathedralridge.org
website: cathedralridge.org



- Wipe down counters and change out tablecloths if soiled
- Remove trash and replace trash can liners
- Check floors for trash, sweep and/or vacuum as needed
- Check bathrooms regularly and restock/tidy as needed:
- Replace empty toilet paper holders, paper towel holders, soap
- Check outside spaces for trash.
- Assist with cleaning and preparing cottages, cabins, and lodge rooms as needed.
- Maintain a professional and positive attitude with all coworkers and guests at all times.

Requirements

1. Must be physically fit and able to carry loads of up to 50lbs.
2. Must be able to drive in inclement weather and darkness
3. Must be able to climb stairs.

Cathedral Ridge team members must have good communication skills and a servant heart, as well as the ability to anticipate guests' needs.

To perform this job successfully an individual must be able to accomplish each individual duty satisfactorily. The above responsibilities are representative of the knowledge, skill, and ability required.

This position helps ensure an outstanding experience for guests by anticipating and responding to guests' needs from arrival through departure.

This position is part-time, and hours will vary by week depending on guest usage. Individual(s) in this position must be willing to attend weekly staff meetings if applicable.

\$14.00/per hour