



## **Breakfast Host: Job Description**

Fall 2019

The Sonoran Desert Inn & Conference Center (SDCC) is a hotel, event space, and community gathering place in Ajo, Arizona, located on the historic Curley School campus. This former elementary school now hosts small conferences, meetings, workshops, retreats, family events (reunions, weddings), an artist-in-residence program, and individual travelers. We are dedicated to helping Ajo grow as a destination for tourism and events, and to increasing employment and learning opportunities for Ajo residents. For more information, visit [www.sonorancc.com](http://www.sonorancc.com).

In fall 2019, we will be hiring a seasonal, part-time Breakfast Host to join our team. Their primary responsibility will be setting up, hosting, and cleaning up the breakfast we serve to groups. They will not be catering these meals, but rather setting out cold items and warming up hot items that are prepared by a caterer in advance; making coffee and smoothies; replenishing the buffet as needed; and cleaning-up after the meal.

*A secondary responsibility may be supporting lunches or dinners, or other aspects of events (coffee/snack service; set-up and breakdown of meeting rooms, etc), if the candidate is interested in more hours beyond the 8-15 hours/week that the Breakfast Host role entails.*

The Breakfast Host can expect to work 2-5 days/week, from October-May, with a mix of busy and quiet weeks. Breakfast is generally served at 7am, so a typical shift would be 6:00-9:30am. Lunch, dinner, and other event support duties would take place later in the day.

### **Responsibilities of the Breakfast Host include:**

- 1) Arriving 60-90 minutes before breakfast service to open up the dining room, kitchen and bathrooms; making sure these spaces are ready for guests.
- 2) Setting up a breakfast buffet and drink station for groups staying at the SDCC. Food items will be prepared in advance by a caterer.
- 3) Serving as a host for groups eating breakfast – being a warm, welcoming presence for the guests, answering questions about the food and about the SDCC/Ajo overall, helping groups feel comfortable as they start their day.
- 4) Replenishing/tidying the breakfast buffet and drink station as needed throughout the meal.



## Sonoran Desert Inn and Conference Center

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- 5) Cleaning up after breakfast, including pulling food from the buffet; labeling and wrapping up food that will be served at the next day's breakfast; doing dishes (we have a commercial dishwasher); and cleaning up the dining room and kitchen.

The ideal candidate is a morning person, punctual, detail-oriented, trustworthy, friendly, open to feedback, and committed to the SDCC's goal of providing exemplary meals for our groups. A warm, welcoming personality is our highest priority for this role. While professional kitchen and/or serving experience is strongly preferred, we are open to training less experienced individuals who demonstrate potential.

Scheduling flexibility, including the ability to work early mornings and some weekend days, is essential.

This role is physically demanding – you will spend most of each shift on your feet, moving. You must be able to lift 20 pounds to qualify for this position.

This position will be supervised by SDCC Co-Directors Emily and Stuart Siegel and managed day-to-day by Kitchen Manager Lucia Gutierrez.

This is an hourly position that starts at \$11.50/hour. Year-round Ajo residents are given preference.

**To apply for this position, please email [emily@sonorancc.com](mailto:emily@sonorancc.com) with your resume/work history, contact information, and scheduling availability. No phone calls or walk-ins, please.**

*The Equal Employment Opportunity Policy of SDCC is to provide a fair and equal employment opportunity for all job applicants regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. SDCC hires and promotes individuals solely on the basis of their qualifications for the job to be filled.*