

## Departmental Duties within AHI in 2009

AHI is a Functioning Guesthouse and Vocational Training Center [VTC], our Staff is a Trained and Trustworthy Team of talented individuals; comprised of Teachers and VTC Trainers, who model and mentor the Vision and Mission of African Hospitality Institute as well as 'value-driven' decision making, Kingdom Business Practices and guidance/coaching of all students and one another.



## Guesthouse:

### Jesca's responsibilities



- for upkeep and cleaning of guesthouse
- Student practicals oversight of guesthouse cleaning and laundry
  - development of objectives and implementation of certificate testing of guesthouse and laundry practicals while continue to teach theory and coach day to day practicals
- for guesthouse reservations
  - taking reservations and guestroom assignment
  - having guests fill out registration forms and handing out keys
  - writing invoices and using computer
  - collaborating with kitchen and dining room as to visitor meal need
  - collecting payment from visitors and obtaining returned room key
  - Deposit income received with Sylvia in office admin.
- For Student development of women's character development issues and teachings
  - Virtuous Women
  - Other Women related topics: abstinence, etc.
  - Women student discipline and mentor: collaborate with Jimmy and Sylvia
  - Betty
    - In Charge of Laundry – Student trainer with oversight by Jesca
      - Works with Jesca / Jimmy setting up objectives/testing for practicals
    - In charge of all AHI flower boxes –planting, watering schedules, etc.
    - To work with Ben on increasing English skills
- To collaborate with Hakim on all Guesthouse repairs and maintenance issues and staff quarters inventory and with Umar to develop excel inventory report document
- To model, teach and mentor AHI Vision and Mission as well as value driven decision making and guidance of all students and staff



## Fellowship



### Kennedy Responsibilities

- To co-lead with Maggie Monday Morning Fellowship as facilitator of scripture study , prayer and worship
- To explore interest in potential after work Bible Study
- To encourage other staff to act as Fellowship facilitators

- To be checking in with all and reminding us that this is a Kingdom Business staffed with an incredible flock of Geese like Trail blazers: What is God saying to you? What are you talking to God about?
- Other AHI Duties of Kennedy
  - To Team Lead: Sanitation and Dishwashing Student practical [work with Ben, Isa and Umar]
  - To model and mentor student practicals in Dishwashing, food handling, sanitation
  - To continue to act as Prep Cook, Pastor train, baker in providing excellent product to our guests
  - To collaborate with Ben and Bogere in Garden
- To model, teach and mentor AHI Vision and Mission as well as value driven decision making and guidance of all students and staff and help all to hold Jesus as the center core of A

## Outdoor Projects

### Hakim's responsibilities



- In charge of all allocation of use, inventory, maintenance and repairs of AHI buildings and equipment
- Plumbing
- Painting
- Landscape
- Farm equipment [including bikes]
- Solar
  - water
- Fuel: petrol, gas cans. charcoal, firewood
- Construction
- Equipment, tools and furniture repair and maintenance [ refrigerator, stove, water filters, etc]
- In charge of water
  - Makes sure all water tanks are full and operational
  - Maintains bore hole water pump and all generators in prime condition
  - Teaches Ali and one ACM staff member to run water pump as backup helper
- Collaborates with Jesca on all guesthouse and staff quarters inventory
- Mentors, coaches, and determines all student work programs
  - Collaborates with all AHI staff on outdoor projects during school breaks
- To model, teach and mentor AHI Vision and Mission as well as value driven decision making and guidance of all students and staff
- To supervise and coach: School Discipline for all students/work with teachers having any difficulties
- Purchasing supervisor – acts as AHI shopper when Maggie not available
  - collaborates and mentors with Patrick on AHI needs for student work
- Patrick Duties:
  - to model and mentor to all students a Trained and Trustworthy work ethic
  - To communicate daily with Hakim on duties to accomplish
  - to ensure that students accomplish all given tasks by end of day
    - to act as back-up dishwasher as needed



## Office and Administrative:

Sylvia's responsibilities: to retain keys to locked desktop drawers



- To perform all office and administrative duties for vocational school and guesthouse
  - Performs all copying and scanning of documents for AHI
  - Signs in and out Staff Laptop computer to AHI staff on Need Basis, performs computer maintenance, keeps locked at all times when not in use
  - Handles Vocational School Petty cash account , post receipts, and submits monthly report
  - Deposit and records all income from Guesthouse and Dining room
  - Scans all receipts to disk for mailing to USA Board
  - Maintains records and filing system in AHI office for vocational school
  - Acts a Bridge between Guesthouse reservations, Visitor meals, STM and events calendar
    - helps to coordinate events with ACM and communicate to kitchen
- To act as Team Leader for Service
  - Collaborates with Umar on Student practicals in service, develops and implements testing
- Collaborates with Jesca
  - Helps to communicate needs of guests to kitchen and make sure invoices are written and ready
  - Helps with Guesthouse cleaning and student practicals
  - Co-leads and mentors women student character development
  - mentors and guides Betty
- To model, teach and mentor AHI Vision and Mission as well as value driven decision making and guidance of all students and staff

## Garden

Ben's responsibilities

- To act as Team Leader on Garden
- To develop objectives and certification testing of Garden practicals
  - to collaborate with Kennedy and Bogere on objective and testing of garden practicals
    - watering programs
    - soil preparation – fertilizer, lime, ash, and pesticide use
    - planting and seed protection
- daily check in with kitchen for harvesting needs
- installing and implementing use of soaker systems
- Communicating with Hakim as to student work programs
- Weekly check in and inventory of Daniel garden supplies
- Seed Saving
- Implementation of seed documentation and planting plan
- To ensure the needs of our visitor's are met with quality produce and variety
- To mentor, guide and supervise Bogere in Visitor Garden needs as well as back gardens
- Bogere duties
  - to run the day to day operation of Gardens
- To model, teach and mentor AHI Vision and Mission as well as value driven decision making and guidance of all students and staff



# Vocational Training Center [VTC]



## Ben's Responsibilities

- English Studies as Second Language: Develops, teaches and tests
  - Classes with Vocational Students
  - Classes with Staff
- Garden Oversight and research and teaching to staff and students
- Collaborates with Kennedy and Kitchen for Sanitation practicals, helps to develop certificate testing
- Collaborates with Bogere on Garden practical objectives and testing
- Oversees the installation of soaker hose system
- Continues teaching nutrition
- Collaborates with Jimmy on writing a monthly AHI Web page update
- Assumes responsibility of AHI Library
  - Maintains an up to date daily inventory of books
  - Signs in and out all books loaned to AHI staff and Students [No books to go to CLA or ESS]
  - Assigns books for staff to be reading with follow up discussion of book
  - Assigns books for students to be reading with follow up discussion of book
- To model, teach and mentor AHI Vision and Mission as well as value driven decision making and guidance of all students and staff

## Vocational Training

### Jimmy's Responsibilities



- To mentor, guide and teach by example Character Development program to Students
  - 1st Term 2009
    - Finish Conflict Resolution
    - Begin Every Man's Battle with male students
    - Collaborate and prepare Jesca and Sylvia to work from Victorious Woman study
    - To model, teach and mentor AHI Vision and Mission as well as value driven decision making and guidance of all students and staff
      - To develop individual plans for Trainers that will equip them with better skills and teaching methods, help with streamlining and developing Practical objectives and measurements
      - To seek permission from all staff and students to offer 1X1 mentoring for growth and development
        - To provide 'Healing Timeline' instructions to Trainers and offer safe individualized programs for trainers as requested
        - Serves as a model of Mentor/Coach while deeply valuing and encouraging ALL staff to participate in AHI discussions
      - Facilitates a weekly staff meeting : consistency stressed
      - To create a safe environment that can open inter-department discussions, while continuing to share the AHI vision, mission, shared values and business values of AHI
        - Provide a safe arena to discuss with all student concerns or discipline issues
        - Act a bridge for Maggie to relay important information to all
- Collaborates with Ben on writing a monthly web page update

- Collaborates with all other departments in offering assistance in developing objectives and certificate testing of student practicals
- To serve as Student Discipline Coordinator
  - To collaborate with Hakim
  - To deal quickly with any trainer concerns, creating AHI Non-negotiable for students [lateness, poor attitude, unwillingness to work, etc]
- To remain a humble Servant leader by studying and developing a future lesson plan on Hospitality as a Sacred Art which bring glory to God
- Models and set standards of Professionalism and a 'can do attitude' that highly values all people
- Helps develop community projects for AHI teams, coordinates Home visits, can assist teams on projects

## Kitchen:

### Umar's and Isa's responsibilities



- Co-lead Kitchen responsibilities, duties and mentoring of staff
- Umar to develop and implement inventories, shopping lists, administrative duties of kitchen
- Isa to develop Conference and large event planning and reservations
- To collaborate with Jesca in regards to meal charges and needs of Guesthouse visitors
- To collaborate with Jimmy and Ben in development of vocational training, school schedules and events
- To develop and implement kitchen prep cook practicals with certificate testing of skills
- To give oversight and mentoring to Kennedy for Dishwashing team and insure proper cleaning and sanitation of kitchen and dining room [collaborates with Ben on Sanitation]
- To give oversight and mentoring to Sylvia for Service Team
- To give oversight, training and mentoring to Ali in cooking staff lunches = provide nutritious meal while being firm with cost efficiency
- To learn to develop team and guest menus
- To teach, mentor and guide all staff on kitchen team: Kennedy, Ali, Patrick
- Ali in charge of cooking staff lunches, dishwashing, and working the Bore hole pump
- To schedule all kitchen team for STM, Pastor train, conferences, and Kampala visitors
- To teach relevant theory to student
- To ensure quality of product while striving for improvement with cost efficiency
- To develop Visiting Professionals Intensive training programs through prioritizing needs
- To research and test cost effective new recipes for STM and visitor menus options
- Daily communication of garden needs to be harvested
- To model, teach and mentor AHI Vision and Mission as well as value driven decision making and guidance of all students and staff

