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Department: Retreat Ministries

Reports to: Head Cook

Supervises: Kitchen staff and volunteers

Overview: Under the supervision of the Head Cook, help manage the Retreat Center and Guest House kitchens of Liebenzell Retreat Ministries, which has the capacity to host 250 guests.

Relationships with other departments

- Works as a team with Global Ministries and Headquarters in preparation for special events that require meals (monthly staff lunches, board meetings, Mission Day, anniversary of mission)
- Participates with Head Cook, kitchen staff, and volunteers to create an annual inventory of food and supplies for good stewardship control of expenses to use in annual budget preparation in September
- Participates in annual budget preparation in September for all food, supplies, and staff needed for the upcoming year based on experience from previous years and anticipation of future growth

Duties Weekly — Food and Supplies

- Orders the amount and type of food/supplies for weekday and weekend menu
- Obtains best prices for food and supplies by shopping at local stores
- Prepares and cooks food for guests (consistently) and staff events (as needed)
- Finds recipes and follows menus
- Checks with guests about special diets and allergen requirements
- Preserves food products/supplies in refrigerator, freezer, and other storage areas
- Enters all food and supplies used on a weekly basis into the inventory software program

Duties Weekly — Supervision

- Maintains effective communication with manager and co-workers
- Is able to work in various positions in the kitchen (cooking, cleaning, dish washing) to supervise well the staff who carry out these tasks
- Trains and monitors kitchen helpers

Duties Weekly — Safety/Compliance

- Ensures adherence to work procedures, quality standards and menu specifications
- Maintains a clean workstation that follows established sanitation standards
- Adheres to safe food handling procedures
- Assists in cleaning of the kitchen as needed
- Performs maintenance and repairs or arranges for repairs of machinery in kitchens
- Makes sure all kitchen staff are up to date with their food license certificate

Duties Monthly

- Organizes a clean work environment
- Stays within budget for all food and supplies

Job Qualifications

- High School Diploma or GED, Culinary School preferred
- Must have current Food Manager certificate (from ServSafe, eFoodHandlers, or 360training)
- Must be available weekends
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position
- Excellent communication skills
- Large volume and small volume cooking experience
- Two or more years of professional kitchen or catering experience
- Leadership experience in supervision of staff and volunteers

Physical Demands and Work Environment

- Must be able to stand for extended periods of time and lift up to 50 lbs.
- Must be able to descend and climb stairs to get supplies from the basement.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from moderate to loud.