

Department: Retreat Ministries

Reports to: Head Chef, Retreat Ministries

Overview: Works with Head Chef in all aspects of kitchen duties including but not limited to meal preparation, cleaning, shopping, and staff training and supervision.

Supervises: Kitchen staff and volunteers

A. Relationships with other departments

1. Works as a team with Global Ministries and HQ in preparation for special events that require meals (monthly staff lunches, board meetings, Mission Day, anniversary of mission).
2. 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.
3. Participate 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.

B. Duties Weekly – Food and Supplies

1. Help orders the amount and type of food/supplies for weekday and weekend menu.
2. Help obtains best prices for food and supplies by shopping at local stores.
3. Prepares and cooks food for guests (consistently) and staff events (as needed).
4. Finds recipes and follows menus.
5. Help checks with guests about special diets and allergen requirements.
6. Preserve food products/supplies in refrigerator, freezer, and other storage areas.
7. Enters all food and supplies used on a weekly basis into the inventory software program.

C. Duties Weekly – Supervision

1. Maintains effective communication with managers and co-workers
2. Able to work in various positions in the kitchen (cooking, cleaning, dish washing) to supervise well the staff who carry out these tasks.
3. Trains and monitors kitchen helpers.

D. Duties Weekly – Safety/Compliance

1. Ensures adherence to work procedures, quality standards and menu specifications.
2. Maintains a clean workstation that follows established sanitation standards.
3. Adheres to safe food handling procedures.
4. Assists in cleaning of the kitchen as needed.
5. Helps maintain working order of kitchen equipment or helps arrange for repairs of machinery in kitchens.
6. Assists Head Chef when needed to make sure all kitchen staff are up to date with their food license certificate.

E. Duties – Monthly

1. Organizes a clean work environment.
2. Stays within budget for all food and supplies using current systems in place.

Job Qualifications:

- High School Diploma or GED, Culinary School preferred.
- Must have Current Serve Safe certificate.
- Must be available weekends.
- 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.
- Sign the Liebenzell Doctrinal Statement of Faith, testifying adherence to the doctrinal position.

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.