

Spruce Lake Retreat

Food Services Kitchen Manager / Head Cook

Type: Full-time / Salary

Department: 300 Food Service SL

Job Summary:

The Food Services Kitchen Manager and Head Cook (FS Kitchen Manager/Head Cook) shall be responsible for the preparation and serving of meals provided at the Retreat Center; make recommendations for menu planning; be thoroughly familiar with the procurement, receipt, and inventory of all food and supplies; provide daily supervision of kitchen staff. The Head Cook shall be responsible for maintaining the highest standards of cleanliness, regarding both staff hygiene and food preparation.

Prerequisites:

- Growing personal relationship with Jesus Christ
- Must affirm and be living/modeling Spruce Lake ministries statement of faith and core values
- Must have a teachable spirit, team-player attitude, and servant heart.
- Must be responsible, industrious, hospitable, and enthusiastic.

Accountability: Food Service Director

Qualifications:

- Minimum three years' experience in cooking/food service
- Knowledge of meal/menu planning for groups
- Ability to communicate with and manage staff
- ServSafe certification desired

Supervision: Food Service kitchen staff

Essential Responsibilities:

- Prepare and serve meals as established on the weekly menu, while assuring that the freshest food is used and the Spruce Lake high standards of quality are met.
- Assure that all tasks required to present the meals for consumption are completed allowing staff and guests to proceed through the food line on the scheduled time.
- Assure that all hot foods are presented tastefully and HOT.
- Supervise Food Service Assistants as necessary to assure a smooth operating kitchen team and be instrumental in maintaining high morale.
- Assist the Food Service Director with menu planning.
- Assist the Food Service Director with the placement of food orders.
- Assure that an accurate inventory of all food and supplies is maintained and recorded.
- Assist in cleaning entire kitchen area, including equipment, tables, floors, sinks and all utensils and cookware.
- Provide snacks for staff, guest groups, work groups and volunteers as required.
- When meals are not being served, assist where needed and directed by the Food Service Director.
- In the absence of the Food Service Director, perform the duties of Food Service Director.

Other Responsibilities

- Other duties as assigned by supervisor.
- Attend and promote participation in weekly staff prayer meeting

