**The Mountain Retreat and Learning Center**

**Position Description for Kitchen Manager**

**SUMMARY OF KEY DUTIES**

The Kitchen manager is in charge of and responsible for all matters related to food and dining at The Mountain. This includes the appearance and maintenance of the kitchen and dining hall, the acquisition and proper storage of all necessary food and equipment related to food, the preparation and appearance of all meals, the hiring and managing of all kitchen personnel, the operating procedures of the kitchen and staff, and the fielding and follow-up of all issues and questions related to the foregoing. Particular attention should be given to financial and budget issues, food quality and appearance, timeliness , personnel dynamics, staff issues, special occasions and/or requests, guest satisfaction, the culture of The Mountain, and federal as well as North Carolina state and local health department and sanitation concerns.

**Key Duties**

Food acquisition and proper storage

* Vetting food sources and vendors to meet the highest standards for a fair price
* Order food according to inventory and menus
* Checking food order upon arrival and proper

Food quality

* Work with group leaders to develop menus for their retreat
* Preparation and appearance of meals meet Macon County Health Dept. standards.
* Meals meet the variety of dietary requirements of the guests
* Food items are clearly labeled with Name,Vegan, Vegetarian, Gluten free, Nut free, dairy free
* An appropriate amount of servings (we don't run out). Pleasing to look, taste, and smell.
* Menus are posted for staff to see and prep.

Staff Management

* Hiring and managing of all kitchen personnel & training in basic safety and sanitation procedures,
* Set staff schedules, so the kitchen is appropriately staffed, Schedules are communicated and posted clearly and days in advance.
* Staff feels part of a team & respected, a healthy work environment for all employees.
* Employees are clear on expectations concerning work ethic, cleanliness and assigned tasks

Appearance and maintenance

* All area of the kitchen & dining hall exceed Macon county, NC state and Mountain standards of sanitation and cleanliness. This includes all storage areas, food prep, dish pit, walk in cooler and freezer, floors, ceilings; shelves
* Keep the kitchen, dining hall, and outside area clean & sanitary.
* Kitchen appears clean during meals, staff employees a clean as you go work effort
* Contacts maintenance or repairman to fix equipment so it does not affect services to guests

Kitchen budget

* Manage the kitchen budget through staff scheduling, menu planning, comparative shopping and managing food waste
* Work with director to manage staffing pattern and payroll, food ordering and inventory, source inventory and equipment

**Serve as member of The Mountain’s Leadership Team.**

* Strive to be a role model and team player through thick and thin.
* Read and respond to e-mails promptly, listen and respond to phone messages when on-duty. Monitor email and voice mail messages when off-duty as needed.
* Be an engaged and positive member of The Mountain community. Attend staff meetings.
* Promptly respond to trustee requests and attend Board meetings when invited.

**REQUIREMENTS, SKILLS & ABILITIES**

* + - High energy level – upbeat, creative and resourceful with the ability to effectively work with youth and young adults in a spiritual, community-building environment.
    - Understanding of risk management.
    - Strong organizational skills and manages time well.
    - Experience in supervision of youth and adults.
    - Ability to foster a cooperative, team- oriented work environment.
    - Excellent communication skills with people of all ages, including listening, speaking and writing.
    - Mentoring skills, including the ability to coach and redirect employees as appropriate.
* Ability to work on multiple projects with tight deadlines, attention to detail, and accuracy.
* Ability to establish and follow set procedures.
* Proficient in Microsoft Office and Google Docs,
* Understanding of Unitarian Universalist values; knowledge of how the UUA, regions and districts work in support of local congregations is very valuable.
* Ability to work flexible, at times intensive hours, including evenings, weekends and holidays as needed. Balancing the demands of the job with personal health and wellness is essential.
* Calm and composed – ability to talk with trustees, donors, guests and volunteers as well as other staff in a polite, appropriate manner. Able to give and accept constructive feedback modestly and non-defensively.
* Demonstrated ability to work in a fast-paced, dynamic environment and be a team player.

Reports to: Executive Director

Supervises: Kitchen staff. Volunteers

Collaborates: Guests services, Maintenance & Program Departments, Sales, Finance

Works with: Guest Services, Sales, Finance, Administration, IT, and Program Departments.

Job Performance and Accountability: New hires must read the Employee Handbook, and sign off on an understanding and acceptance of all policies and procedures. Upon commencement of employment, a new hire will work under a 90-day adjustment period. The suitability of the employee to the job and his/her fit with the community standards will be carefully assessed. This is a critical period for the employee to determine their own comfort level with the job and The Mountain. After this period, upon mutual agreement, the employee will convert to regular status and become eligible for all applicable benefits. A formal, annual performance review will be conducted by your supervisor.