



PERSONNEL POLICY GUIDELINES FOR JESUIT SPIRITUAL CENTER
JOB DESCRIPTION

I. IDENTIFYING INFORMATION

POSITION TITLE:	KITCHEN MANAGER
DEPARTMENT:	CULINARY
STATUS:	SALARY
REPORTS TO:	DIRECTOR OF HOSPITALITY

II. PRIMARY FUNCTION OF THIS POSITION

The Kitchen Manager is responsible for coordinating and supervising the kitchen staff, adhering to food safety standards, and overseeing the daily operations of the kitchen, serving and dining areas. The Kitchen Manager will be responsible for scheduling of kitchen personnel, as well as ordering food, beverages, chemicals, and paper goods in accordance with Jesuit Spiritual Center GPO agreements and preferred vendors.

III. POSITION CONTENT

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Collaborate with Director of Hospitality and hospitality team to ensure the needs and expectations of retreatants are met.
2. Plan and implement healthy, diverse menus to meet the dietary needs of youth and adults on a regular schedule.
3. Follow proper receiving, storage and preparation techniques to ensure that food items are maintained at a high quality.
4. Manage inventory to ensure menu food products are available and in stock.
5. Prioritize on-hand ingredients when developing menus.
6. Recruit, hire, train, schedule, and perform performance reviews of all cooks and servers.
7. Write efficient, cost-effective labor schedules, and post in a timely manner.
8. Assist in any kitchen area or station as needed to achieve the operational benchmarks of food quality, production time and guest satisfaction.
9. Ensure cleanliness and safety of the kitchen and dining areas in all buildings by maintaining cleanliness of equipment, managing ongoing repairs and maintenance, passing Health Department inspections and training staff on proper sanitation guidelines.
10. Monitor kitchen finances to identify areas of potential waste and cost savings.
11. Prepare the yearly Food Service budget and be prepared to provide monthly financial reports.
12. Be available and present at specific events in support of JSC Mission and Ministry.

POSITION SPECIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE AND/OR ABILITIES

1. Familiarity and identification with the language and values of the Catholic Church, preferred.
2. Knowledge and understanding of Health Department and Food Service Industry
3. Possesses organizational and time management skills.
4. Proficient in verbal and written communication
5. Works collaboratively with others in a team approach.
6. Self-motivated, flexible, and adaptable in a variety of work situations
7. Effective management and leadership skills
8. Ability to welcome and work with diverse groups and individuals (race, socioeconomic, religion, etc.)
9. Understands non-profit and “zero-balanced” budgeting methods and procedures.

PREFERRED EDUCATION, TRAINING, AND/OR EXPERIENCE

1. A strong base of culinary knowledge and experience.
2. Safe-Serve Certified
3. Leadership and Interpersonal skills
4. Conflict resolution skills
5. Archdiocese of Cincinnati Safe Parish Certification (provided)
6. Knowledge and ability to use various software, including Office 365

V. WORKING ENVIRONMENT/PHYSICAL WORK DEMANDS

1. Standing or sitting for long periods of time
2. Physical lifting
3. Confidentiality
4. Flexible working hours, including evenings and weekends.