

# **Alton L. Collins Retreat Center**

a site of The Board of Camp and Retreat Ministries of the Oregon-Idaho Conference of The United Methodist Church

**Job Title: Executive Chef/Food Service Manager**

**Salary: \$58,680**

**Classification: Full-Time, Year-round, Exempt**

**Reports to: Site Director**

## **Position Summary:**

The Executive Chef/Food Service Manager ensures the overall quality and presentation of all food prepared and served by Alton L. Collins Retreat Center. They plan the menu, order food, supervise the kitchen staff, manage expenses, and ensure clean and safe food service operations. This position is central to the ALCRC's work of providing gracious hospitality through interfacing with guests and staff and may have responsibilities related to the operation of ALCRC beyond the kitchen.

## **Duties include:**

- Lead the preparation of meals and announcing the meals to the guests at least 1 meal each day except for scheduled days off
  - Preparing delicious, healthy, ethically sourced meals to our guests and sharing with them our love of food is central to our work as a retreat center
  - Ensure the quality and timeliness of all meals through direct and indirect supervision.
- Creation of menus for all events on site
  - Menus are to be ready at least 1 week before the start of each group
  - Accommodation plans for dietary restrictions are to be ready 3 days before the start of each group
  - Provide written recipes as needed
- Supervision of the kitchen staff including but not limited to:
  - Oversee interviewing and hiring of all kitchen staff
  - Coordinate, schedule, train, supervise, and evaluate the kitchen staff
  - Being on call for when staff are unable to attend work and ensuring there is adequate coverage when staffing absences occur
- Ensure kitchen safety through compliance with health code standards
  - The Executive Chef shall have and maintain a ServSafe Food Protection Manager certification (as required by Clackamas County)

- The Executive Chef shall have and maintain certification in First Aid/CPR/AED for adults from a nationally recognized organization
- The Executive Chef shall familiarize themselves with the Oregon Health Authority policies for Organizational Camps and ensure adherence to this policy in all areas that pertain to food, kitchen, and staff.
- Ensure the cleanliness and safety of all areas and equipment used by the kitchen staff
- Ensure that the expenditures of the kitchen stay within budget
  - Monitoring food, staffing, equipment, and supply expenditures monthly and adjusting according to need
  - Provide input on the creation of the budget based on projected increases in costs
  - Providing explanations for when unanticipated cost overruns occur and creating a plan for correcting the situation
  - Inventory kitchen equipment annually
- On-call responsibilities
  - On-call for when kitchen staff are unable to attend work and ensuring there is adequate coverage when staffing absences occur
  - Other on-call responsibilities shared with other on-site or full-time staff

### **Qualifications:**

- Previous institutional food service experience, preferably with supervisory responsibilities and some experience in a camp or retreat setting
- ServSafe Manager Certification, or ability to obtain within 30 days of hire
- First Aid/CPR/AED Certification for adults from a nationally recognized organization, or ability to obtain within 30 days of hire
- Demonstrated knowledge of sanitary food preparation and food storage regulations
- Strong organizational and communication skills.
- Supervisory experience
- Ability to relate to and work effectively with diverse staff and guest populations for the fulfillment of the Board of Camp and Retreat Ministry's goals.
- Caring and supportive personality.
- The physical and emotional demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Capable of maintaining effective physical, mental, emotional and social interactions.
- Ability to work in a retreat setting with non-traditional hours which may include early mornings, evenings and weekends; working 50-55 hours per week; and being on call for kitchen staff while guests are on site.
- Visual, auditory, physical, and decision-making ability to calmly and effectively identify and respond to various hazards or emergencies.
- Ability to perform essential care, operation, supervision and maintenance of kitchen and kitchen appliances which may involve, but not limited to the following activities: semi-reaching to full-reach overhead; crouching; kneeling; twisting; standing for long periods of time; lifting/carrying 50lbs

**Benefits:**

- Salary \$58,680
- Housing available
- Employer funded health insurance, including options for vision and dental
- Retirement Savings account with employer contributions
- Opportunities for professional training and certifications
- Meals provided when available
- Live and work in a beautiful space