



Mater Dolorosa Passionist Retreat Center

Position Description: Chef

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To Apply Email or Call: msnino@materdolorosa.org, (626)355-7188 ext 134

Summary:

An immediate opportunity exists for a proven culinary professional with the ability to maintain our high standards of quality and retreatant satisfaction in a Catholic retreat center setting. We offer great opportunities to build on existing skills and interests while fostering opportunities for professional growth and development.

Reports to: Executive Chef

Duties and Responsibilities:

Serve as assistant to the leader of the food service for the Retreat Center as follows:

- Prepares, produces, heats, cooks, bakes and serves a variety of food including soup, entrees, meats, vegetables, desserts, breads, salad and other food and beverages as specified by the menu, recipes and production records.
- Creative design of menus, methods and delivery of service, and management of kitchen staff to meet agreed upon goals of the department.
- Works with the Executive Chef to develop, implement and maintain policies to ensure the highest level of service to Retreat Center retreatants and guests.
- Interfaces and supervises with Executive Chef and Kitchen Staff regarding quality control, team building, goals and objectives.
- Serves as ambassador to the retreatants and guests, representing not only food service but the mission of the Retreat Center as well.
- Ability to communicate effectively in a diplomatic way across all lines of constituents and management.
- Interfaces with vendors; supervises purchasing in retreatant service activities to ensure pricing structure and quality assurance.
- Assists the Executive Chef in establishing, administering and monitoring budget for all retreatant food services. Within approved targets is responsible for profit and loss within the Retreatant Service operation.
- Assists Executive Chef to oversee recruiting and interviewing of all food service personnel.

- Works directly with the Executive Chef and Kitchen Staff to manage food costs within budgetary limits within the Food Service Area.
- Assists the Executive Chef in developing, implementing and maintaining procedures for work performance accountability on a daily basis.
- Together with the Executive Chef and Facilities Director, sets annual objectives for and develops plans within budget to achieve department goals.
- Ensures that all food service employees understand and follow the Employee Handbook and established company Policies and Procedures.

Knowledge, Skills and Abilities Required:

- Practicing Roman Catholic Preferred.
- Hospitality or Culinary educational background and a minimum of 5 years relevant experience.
- Experience as a Chef in a full-service restaurant
- Previous experience managing cost controls
- Food service training with experience in food preparation techniques according to HACCP processes and recommendations
- Well-developed service standards, clean work habits and a superior attention to detail
- Must have excellent communication skills and a professional yet friendly demeanor
- Must possess a teamwork mentality along with the ability to lead a staff and positively influence employee behavior
- Must be able to work a flexible schedule
- Computer proficiency required.
- Bilingual (Spanish/English) preferred but not required
- Must have a valid and legal right to work in the U.S.
- Employment will require a background check.

Working Conditions and Physical Effort:

- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Moderate physical activity. Requires handling of average weight objects up to 50pounds or standing and/or walking for more than four (4) hours per day.
- Work environment involves some exposure to hazards or physical risks which require following basic safety precautions.

Mater Dolorosa Passionist Retreat Center provides training required by CAL OSHA to ensure employee safety.

Incumbent: New Position

Date of Issue: May 2022