



Job Opportunity

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Position:
Kitchen Manager

Location:
Lemon Grove, California

Posting Date:
August 13, 2008

Description **Salary Range: \$42,000 - \$56,000**

Who We Are Looking For

If you are a natural leader and team-player with an "appetite" to interact with others, then you're just person we're searching for as our Food Preparation Manager.

Position Overview

Our unique environment requires employees with a spiritual nature who align themselves with our Mission Values and Principles and who understand that as a 24/7 facility, there is a need to be open to a flexible work schedule, including weekends, evenings and some holidays. As **Food Preparation Manager** you will supervise a staff of 13 – 15 employees, managing the kitchen, oversee the preparation and presentation of meals, and ensure the quality of the food and cleanliness of the kitchen facilities are in adherence with the mind, body and spiritual program.

Responsibilities

- Supervise kitchen staff by determining workloads and schedules.
- Ensure kitchen staff is properly trained in OHI's Missions, Values and Principles, food preparation, and customer service skills.
- Ensure that ongoing and effective communication to the Mission's guests and adherents is maintained.
- Respond promptly and appropriately to customer needs and questions.
- Monitor staff adherence to health and safety regulations for food preparation and kitchen operations, purchase all certified organic foods and oversee general kitchen cleaning.
- Oversee the preparation and plating of food in accordance with prescribed recipes and ensures food is served on a timely basis.
- Complete administrative tasks, including report writing, timecards and performance evaluations and other correspondences.
- Monitor staff adherence to health and safety regulations for food preparation and kitchen operations including general kitchen cleaning.
- Will be challenged to identify and develop future leaders and managers within the kitchen staff.

Qualifications

- 8 years of food prep experience; 3 of which must be in raw food preparation such as salad chef
- 5 years in supervisory and training role
- Demonstrate experience in departmental budget preparation, budget admin, and admin duties related to kitchen.
- 2-4 years of College or Culinary School Training; Bachelor's degree in Nutrition or Culinary Arts Degree is preferred.
- Must have knowledge of Raw Food Preparation, food inventory and culinary software skills required.
- Must have strong leadership skills with the ability to write routine reports & correspondences.
- Must be knowledgeable of ALL MS Office computer skills and have strong verbal and written communication skills.
- Must be able to work a flexible schedule, including weekends and holidays.

We offer a rewarding non-smoking, drug-free work environment and a competitive benefits program. Join a faith-based organization committed to your success.

