



209 Blake Hill Road, Van Etten, NY 14889 ♦ (607) 589-4419 ♦ info@lightonthehill.org ♦ lightonthehill.org

Kitchen Manager

Job Description

The Kitchen Manager oversees our commercial kitchen, maintains kitchen organization and cleanliness, tracks inventory, purchases groceries and supplies, schedules cooking staff, communicates with Managing Director and kitchen staff, and works cooking shifts as needed. The successful candidate will have (or will cultivate) appreciation for the organization's mission.

The position is part-time (no more than 20 hours per week). Shifts are primarily on weekends (Friday through Sunday), with additional hours for provisioning and inventory. The wage is \$24/hour. Cooking shifts above the 20-hour maximum are paid at Cook 1 or Cook 2 level, as appropriate.

Responsibilities

- Work with kitchen staff to develop healthy, appetizing, vegetarian menus, using fresh and local ingredients
- Communicate with kitchen staff in a timely manner regarding dietary restrictions, menus, and ingredient lists prior to each retreat group
- Create cooking schedule for upcoming retreats
- Keep an accurate inventory of staple goods in the kitchen pantry, cooler, and freezer
- Purchase groceries for each retreat group
- Ensure that kitchen is clean and organized—both foodstuff and cooking ware
 - This includes overseeing a quarterly deep cleaning of the kitchen/dining room
- Work cooking shifts as needed, including backup for last-minute absences
 - Breakfast served at 8am, cooking shift 6am – 9:30am
 - Lunch served at 12:30pm, cooking shift 10am – 2:30pm
 - Dinner served at 6pm, cooking shift 3pm – 8:00pm
- Observe and enforce health department policies and other protocols for the health and safety of staff and guests
- Participate in occasional all-staff meetings, either in-person or via Zoom
- Communicate and collaborate with other staff members about maintenance issues, feedback from retreat participants and cooks, scheduling, and other needs
- Other duties as needed for serving guests of Light on the Hill

Qualifications

- Commercial cooking experience
- Strong communication skills to interface with Managing Director and other staff

- Facility with Google Drive documents for shared communications
- Attention to detail and orientation toward customer service
- Experience managing inventory and purchasing
- Experience with vegetarian meal preparation for groups (16+ people)
- Supervision/staff management experience
- Driver's license and reliable transportation to and from the retreat center
- Ability to lift 25 pounds