

Job Description: **Chef Manager/Food Service Coordinator**

Classification: Permanent Part-Time

Reports to: Director or designated person, Coordinates with Guest Service Manager & Lead Staff

This person is a member of the lead staff and meets with the Guest Services Manager and other lead staff to coordinate the overall tasks of hospitality with the main focus being team work to achieve optimum guest satisfaction. Essential qualifications are to have experience in the operation of a full service kitchen, menu creation, food preparation and presentation, including aesthetically inviting displays of meals. Also, able to manage staff, create and stay within a budget, and hold a ServeSafe certificate.

Desirable Skills: Cooking from scratch, creative use of leftovers, awareness and ability to cater to food allergies, and diet requests such as vegetarian and organic options. Also, must be eager to meet the challenge of any sudden changes in guest numbers or last minute meal requests.

EXPECTATIONS:

- Cook experience including meal service for groups ranging from 15 to 120 persons, and presenting meals in an appealing and timely manner.
- Food Service Training including ServeSafe Certification.
- Knowledge of standards for food preparation, serving, receiving, storing, maintaining inventory, and strive to meet OSHA safety standards.
- Self-Starter, organized and able to manage staff, scheduling, and general kitchen procedures and operations in order to achieve a clean, safe environment and assure complete customer satisfaction.
- Coordinate food service by producing menus, ordering products, storing and inventorying all food and supplies needed.
- Ability to use the phone and computer system for communication and documentation of all information including but not limited to menus, inventory, and cost analysis information.
- Ability to perform manual tasks requiring physical strength, Able to lift 50 lbs and organize supplies on multiple building levels.
- Valid drivers license
- CPR Certification
- Performing related duties as assigned.

RESPONSIBILITIES:

- Hiring, supervising and scheduling of all cooks, Kitchen Assistants and other staff working in the food service area.
- Training of staff in the Food Service area and work order schedule for the kitchen.
- Maintaining and improving the Food Service area including appearance, décor & Presentation of the dining room & tables.
- Generate customized menus based on guest history at least two weeks before the event.
- Inventory food needed for menus and prepare orders. Order appropriately from vendors and retrieve smaller needed items from the local market. Receive orders, rotate and manage storage of supplies and food items.

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Rolling Ridge is a Not-For-Profit Ministry of Hospitality of the

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Rolling Ridge

The logo features a stylized green line representing a rolling ridge with a small cross on the right side.

Retreat and Conference Center

- Consult with host on meal logistics including time of meal, number of guests and dietary requirements
- Maintain records of menu history, guest & staff comments, and evaluations as to the level of success of menus and use information for future planning of repeat groups. Direct all food service bills, invoices, and packing slips to the office in a timely and thorough manner.
- Monitor & manage food service budget.
- Maintain all kitchen appliances including dishwasher, oven, range, mixer, Etc.
- Follow Rolling Ridge standards & policies for staff and services (see RR policy Manuel).

Evaluations at 30, 60 & 90 days after the beginning.

Wage range is dependant on skills and experience. Benefits Paid Time Off (PTO) based on number of hours. worked.