

## **Kitchen Manager Position - The Jesuit Retreat Center of Los Altos**

Responsibilities include:

- Oversee the operations of the retreat center kitchen
- Ensure service and culinary excellence
- Inventory control, purchasing, budgeting, scheduling, and safety and sanitation
- Excellent communication skills and the ability to maintain the highest level of standards
- Strong multitasking skills, able to make quick decisions and adjust to changes
- Ability to train, lead, motivate, and delegate a team of kitchen staff
- Maintain a clean and professional kitchen
- Willing to cook, teach staff, do prep work, and delegate tasks, as needed
- Interact well with both our retreat team and vendors, excellent customer service skills, and negotiations skills are required
- Handle County Health Dept. inspections and licensing

Additional Criteria:

- Minimum 3 years experience managing a kitchen
- Culinary experience and training
- ServSafe Certification
- People-oriented, friendly, supportive and fairness-focused
- Proven dependability and hard-working
- Full-time, must be available to work weekends
- Salary: \$55,000 - \$65,000, depending on experience

For more information, send resume, or schedule for an interview, contact Fr. Chi Ngo, SJ at [cngo@jrclosaltos.org](mailto:cngo@jrclosaltos.org)