



HERITAGE

Kitchen Manager

FT/Salary

Heritage

Heritage is rebuilding a community of faith and restoring the first Catholic settlement in Georgia into an entire historic Catholic district. Located in Taliaferro County, Heritage includes Locust Grove Cemetery, the oldest Catholic cemetery in Georgia, established in 1790; the Church of the Purification of the Blessed Virgin Mary built by the first Catholic congregation in Georgia; The Retreat, a 200-acre retreat center with cottage accommodations, prayer and fellowship spaces, walking trails, and sacred art; and the Farm, a working farm that provides food and programming for the Retreat.

Job Description:

The Kitchen Manager will manage the daily operations of the kitchen, oversee the kitchen staff to ensure that the highest quality of cuisine is served to our guests, and ensure that all food and labor cost goals are met. This position is responsible for food service standards, equipment, systems, and work areas.

The Kitchen Manager will report directly to the Facilities and Farm Operations Manager.

Duties and Responsibilities:

- Direct kitchen operations, including food preparation, cooking, and cleanup
- Supervise kitchen staff in the preparation and presentation of food
- Maintain control of the kitchen to ensure that all tasks are carried out efficiently and effectively
- Resolve issues as they arise so that guests continue to receive their orders in a timely manner
- Make sure that all kitchen staff adhere to food safety and hygiene regulations to ensure a clean and sanitary kitchen
- Plan menus in collaboration with the Farm Manager, making adjustments as needed based on the availability of ingredients
- Purchase food supplies in appropriate quantities based on the menu and established

budgetary parameters

- Supervises receiving and storing of food.
- Inspect raw and cooked food items to guarantee that the highest quality products are prepared and served to customers
- Maintain vendor relationships
- Maintain kitchen equipment; schedule repairs and additional maintenance as needed

Requirements:

- Ability to cook/prepare food.
- Kitchen management experience.
- Commitment to the Heritage vision, mission, and core values.
- Organized and detail-oriented with a heart for taking care of others.
- Must be able to work independently as well as on a team environment.
- Demonstrate excellent leadership, organizational and time management skills.
- Ability to respond quickly and effectively to change.
- Must be able to maintain a personable, calm and positive attitude.
- Must have access to reliable transportation and be able to report to work on a changing schedule, including weekends, evenings and holidays.