

**HEARTLAND PRESBYTERIAN CENTER**  
POSITION DESCRIPTION

**Title:** Kitchen Manager

**Purpose:** To ensure that Heartland Center extends Christ-centered hospitality to retreat guests and summer campers by providing tasteful, healthy, age-appropriate meals in a clean, warm, and welcoming environment.

**Reports to:** Hospitality Coordinator

**Responsibilities:**

1. Demonstrate and integrate a commitment to the mission of Heartland Center and work with all staff to provide quality Christ-centered hospitality and working environment to all.
2. Plan, prepare, and serve healthy tasteful meals for retreat guests and summer campers. Includes all meals scheduled on Mondays through Fridays.
3. Interview, hire, and supervise kitchen staff.
4. Set and manage kitchen staff work schedules.
5. Oversee all non-certified staff to remain in compliance with all health department regulations, including appropriate documentation and servicing of all kitchen equipment.
6. Manage inventory and order groceries and kitchen supplies as needed. Check in deliveries and put away groceries when needed.
7. Keep food service cost inline with budget and provide financial data to supervisor.
8. Keep Heartland Center in compliance with current health department requirements and American Camping Association Standards as they relate to food service.
9. Maintain current Material Safety Data Sheet book, ensure that staff is aware and trained in handling, storage, and disposal of hazardous materials.
10. Ensure that the dining hall and all eating/serving/prep areas are cleaned appropriately before, during, and after each shift, this includes, but is not limited to, sweeping & mopping floors, cleaning bathrooms, & hauling trash.
11. Ensure that the windows of the dining hall are cleaned periodically throughout the year and the floor is properly treated to maintain durability and appearance.
12. Maintain dishes, pots, food prep equipment, and laundry.
13. Other duties as assigned.

**Required Skills & Ability:**

- Physically able to lift 50 pounds, spend extended amounts of time standing (up to 12 hours), and perform repetitive duties such as chopping and mopping.
- Positive attitude, flexibility, and good customer service skills.
- Culinary training or proven experience in the food service industry.
- Proven experience and working knowledge of health & food safety standards.
- Able to work a flexible schedule Mondays through Fridays (average of 25 hours and up to 40 hours in the summer), with opportunity, if wanted, for hours on Saturdays and Sundays at different times throughout the year.
- ServSafe Food Handler Certification is required.
- ServSafe Manager Certification is preferred.

**Preferred Skills & Ability:**

- Experience in supervising and scheduling staff.
- Experience in managing budget and inventory.

**Evaluation:** The Hospitality Director will conduct a review at the end of three and six month's employment, and conduct an annual salary review and evaluation thereafter.

**Terms:** This person is hired for an indefinite term, subject to termination in accordance with the Human Resources policies of the Heartland Presbyterian Center. This is a part-time, set weekly rate, non-exempt position.