

Terra Sancta Retreat Center • 2101 City Springs Rd • Rapid City, SD 57702 • Phone: 605-716-0925

- QUALIFICATIONS:** Preferred professional training as a chef. Required prior cooking/kitchen experience in an institutional setting. Ability to lift and carry up to 50 pounds required.
- REPORTS TO:** Director for Terra Sancta Retreat Center.
- EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6, Performance Review
- TERMS OF EMPLOYMENT:** Full-time Chef: Salaried. Benefitted. Flexible work schedule.
- JOB FUNCTION:** To provide the highest standard of food production in both quality and taste for retreat center guests. To control and manage food costs in line with the budget, while also controlling production and portions in line with agreed specifications.
- PERFORMANCE RESPONSIBILITIES:** **Responsibilities**
1. Control, direct, and execute the food preparation process and any other relative activities
 2. Maintain existing and develop new culinary creations ensuring the variety and quality of the servings. Ensure our Catering Guide is meeting the needs of our guests, while also including trending items that fit our clients.
 3. Plan orders of equipment or ingredients according to identified shortages. Assists other areas of operation at the retreat center with ordering and delivery of supplies.
 4. Arrange for repairs, when necessary, in coordination with the Rapid City Catholic School System (shared kitchen) and the TSRC Director.
 5. Provide prompt and calm response to any challenges that may arise
 6. In coordination with the TSRC hiring team, manages and trains kitchen staff. Provides TSRC Director with feedback regarding all TSRC Catering Services employees. Organizes the staff rotation and scheduling additional staff, as needed, in coordination with the TSRC Director.
 7. Comply with nutrition and sanitation regulations and safety standards
 8. Attentive to guests' specific dietary requests and needs
 9. Attends team meetings, as required, and contribute to the development and growth of the business through the sharing of good practices and personal experience.
 10. Foster a climate of cooperation and respect between co-workers that supports why the retreat center exists - to prayerfully serve our guests and each so that we will experience a deeper and more meaningful encounter with Christ and one another.

An Equal Opportunity Employer

DIOCESE OF RAPID CITY, 606 Cathedral Dr., Rapid City, SD 57701. Phone 605-343-3541



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11. Other duties as assigned.

Skills

1. Proven experience as head chef
2. Exceptional proven ability of kitchen management
3. Ability to delegate responsibilities and monitor progress
4. Outstanding communication, organization and leadership skills
5. Keep up to date with culinary trends and optimized kitchen processes
6. Practice good purchasing stewardship with all goods suppliers and purveyors
7. Good understanding of useful computer programs (MS Office, restaurant management software, POS)
8. Credentials in health and safety training (ServSafe)
9. Degree in Culinary Arts or related certificate, preferred

Daily physical requirements and/or number of pounds that may need to be lifted on the job:

1. Physical demands and movements may include reaching, bending, stretching, squatting, stooping, pushing, lifting, and standing for extended periods of times.
2. Lifts and carries tubs, trays, and cases weighing up to 50 pounds up to 20 times per shift.
3. Frequent exposure to smoke, steam, hot oil, high temperatures, humidity and extreme cold.
4. Deep cleaning of kitchen equipment and exposure to industry standard cleaning chemicals.