



JOB DESCRIPTION

Lutheranch Head Cook and Kitchen Manager

The Lutheranch Head Cook and Kitchen Manager is responsible for the leadership and management of all aspects of food service at Lutheranch Camp and Conference Center located in Tallapoosa, GA. This role is an integral part of the Lutheranch Guest Services Team, always greeting guests with a smile and providing gracious hospitality, going above and beyond to provide guests with delicious meals, a welcoming environment, and exemplary customer service. We have a small staff at Lutheranch and you will have a big opportunity to influence the culture and guest experience.

Candidates should possess a spirit of Christian hospitality and service in graciously engaging guests and all who come to Lutheranch for retreat and renewal. Candidates should have the skills for and commitment to teamwork and creative collaboration with the broader team in meeting our mission.

Responsibilities:

- Plan, prepare and serve meals to groups of guests at Lutheranch. Group size may vary from 10 to over 100 people, with most groups ranging in size from 25 – 75 people.
- Plan menus, determine how to present dishes and ensure the quality of meals
- Order and maintain an inventory of food and supplies
- Check the freshness of food and ingredients
- Inspect and maintain supplies, equipment and work areas to ensure cleanliness, functionality and safety
- Monitor and maintain sanitation practices and follow kitchen safety standards. Ensure kitchen and guest dining areas are cleaned between meals.
- Ensure compliance with all federal, state and local regulatory requirements related to food service
- Hire, train, supervise, schedule and coordinate activities of other food preparation and service workers
- Manage the food service budget
- Accommodate guest food preferences, dietary restrictions and food allergies

Qualifications:

- Minimum 3 years of experience in food service with demonstrated increase in responsibilities over time
- Minimum 1 year of experience managing staff, including hiring, scheduling, disciplining, and effectively delegating assignments based on staff's skills, interests, and performance
- Experience managing supplies and budget
- Experience preparing food for large groups
- Must be ServSafe Certified

- Certification and/or degree in Culinary Arts in not a requirement but will be considered in the hiring process
- Experience using Sysco's online ordering system a plus

Desired Traits

- Trustworthy
- Dependable
- Organized
- Calm under pressure
- Problem solver
- Takes initiative
- Ability to multitask
- Supportive team player
- Demonstrates Christian hospitality

Work Schedule:

Schedule will vary greatly week by week depending on when groups will be at Lutheranch. Most weekends will be busy requiring long days, working from breakfast through dinner some days. Some weeks will require more than 40 hours of work while other weeks will require fewer hours. Candidates must be able to accommodate a flexible schedule and should expect to work most weekends.

Work Location:

The Lutheranch retreat center is located at 440 Salem Church Rd, Tallapoosa, GA 30176.

Performance Review:

An annual performance review will be conducted by the Lutheranch Executive Site Director in accordance with NovusWay personnel policy.

Compensation and Benefits:

NovusWay offers a competitive salary and benefits package, including health insurance and paid time off. This position is a fulltime exempt position paid on a monthly basis.

Preferred Start Date:

Immediately

Application Process:

Applicants should email their resume, cover letter and 3 references (2 must be professional) as a PDF attachment to:

Bo Harris, Executive Director - CEO
bharris@novusway.org, 828-337-1831

Employment is contingent upon a successful background check and pre-employment drug screening clearance.

About Lutheranch:

Lutheranch is a site of NovusWay Ministries, a nonprofit outdoor ministry organization operating 4 sites in the southeastern US and affiliated with the Evangelical Lutheranch Church in America. The mission of NovusWay is to provide programs and experiences in places set apart where all people can experience Christ-centered community, be transformed through relationship with God and creation, and leave equipped for mission.

The Lutheranch site offers overnight summer camps for youth and families, year-round retreats for youth and adults, equestrian programs for all ages, and facility rentals for groups to host their own gatherings, meetings, conferences and events with lodging, meal service and onsite activities packages.

To learn more about us, visit our website at Lutheranch.org.