

Earthshine Lodge Food Service

Job title: Lodge Chef/ Kitchen Manager

Reporting relationships:

- Lodge Manager
- Lodge Owner/ Directors

Starting date: March 2023



Organization Summary:

Earthshine Lodge is a mountaintop getaway offering extraordinary experiences through retreats, outdoor education, family, and adventure programs. The programs and retreat opportunities offered at Earthshine Lodge are unique learning experiences and the center's environment is an equally important part of the customer experience. Our customers appreciate the ability to get away from it all to a secluded mountain top oasis with picturesque views and acres of forest to explore.

Earthshine Lodge offers programs year-round. Most of the year, we operate as a retreat and outdoor education center for groups and in the summer months, we open as a lodge for summer vacation stays. Throughout the school year, Earthshine Lodge offers Outdoor Education field trips (predominantly 2 night-3 day experiences) that focus on NC history, natural / environmental science, team building, and adventure. Earthshine Lodge is also a destination for a range of retreats, reunions, and events including family reunions, weddings, and community gatherings.

Position Summary:

Earthshine Lodge is hiring a Chef/ Kitchen Manager for our on-site catering service that serves overnight lodge guests and outdoor education program guests, as well as caters group events such as weddings and family reunions. We are looking for a chef that can create and deliver high quality, healthy meals and who is comfortable providing excellent customer service to all guests. At Earthshine, we believe that comforting and healthy meals keep Earthshine Lodge guests coming back again and again.

Immediate Responsibilities:

- **Food Preparation:** Consistently delivers attractive and delicious meals that are among the highlights of our guests' experience. Meals are served on time with appropriate portions so that there are no shortages and food waste is maintained at a minimum.
- **Storage/Inventory:** Receive, organize, inventory, and maintain the proper storage of all food and products according to local and state health standards. Will perform periodic inventories for reporting to the site manager and planning purposes.
- **Cooking:** Take the lead and set the example for the kitchen team for good cooking methods, practices, and standards.
- **Kitchen Cleanliness:** Responsible for maintaining a high level of overall cleanliness for the kitchen, dry storage, freezer, and all aspects of the preparation, holding, and serving of food in food service areas including recovery and storage of reservable food and disposal of scrapping and waste.
- **Kitchen Equipment:** Keep all food service-related equipment at a high level of cleanliness and ready to be used. Work with Site Manager(s) to maintain and coordinate the repairs to equipment within budget and with approval for unanticipated repairs and replacements.

- **Booking / Meal Calendar:** Maintain an understanding of current bookings using GoogleDocs in order to prepare for upcoming programs and guests. Guest numbers may change depending on bookings up until 24 hours before serving.
- **Waste Management:** Assist the Site Managers with food waste, recycling, compost, etc.
- **Other:** Respond to other tasks and responsibilities as assigned by site manager(s).

Kitchen Management Responsibilities:

- **Menu Planning:** Develop exciting and attractive menus which are tailored to the age and nature of the groups being served, as well as alternatives for medical dietary restrictions, with a consideration to cost per meal targets, nutrition, and health guidelines. The cook will explore and evaluate new menu options and overall food service experience improvements. Earthshine's cuisine is an important part of our brand experience as a rustic, outdoorsy mountaintop lodge. This will be a collaborative process with other Earthshine leadership team staff members.
- **Purchasing:** Responsible for purchasing food as well as a wide variety of products required to prepare meals, equip the kitchen and dining room, and serve meals with consideration to consistency and cost per meal targets.
- **Supervision & Staffing:** Serve as the supervisor for the Earthshine kitchen and dining room and will train, encourage, and effectively lead those staff members as well as manage staff schedules.
- **Health Regulations & Kitchen Safety:** Responsible for maintaining, training, and enforcing all appropriate standards that relate to food service preparation.
- **Budgeting:** Work with the management team to create and track an approved budget for all areas of food service and staffing within the cost per meal and labor targets established by the budget.

Education and / or Experience:

- Experience in commercial/institutional food service providing meals for up to 100 people.
- Formal food service training or equivalent work experience (high school/ college degree is a plus).
- Experience supervising and/or managing a small staff in similar community-minded work environments.

Technical Skills:

- Commercial and institutional cooking and baking skills.
- Understanding of basic health and safety requirements as they relate to commercial food service (Lead kitchen staff need to be ServSafe certified or willing to become certified).
- Knowledge of the use and maintenance of commercial kitchen equipment.
- Comfortable working with a computer, particularly with GoogleDrive, MS Word, and Excel.

Expectations:

- Develop consistency and stability in the performance of food service including a high level of personal and logistical organization.
- Able to work flexible hours including most weekends throughout the summer.
- Willingness to engage with guests in a professional and courteous manner.
- Ability to lift and carry heavy food containers and transport food from dry storage and outdoor freezer using a cart or hand truck on the kitchen ramp.

- Is comfortable with adjusting to last minute changes; able to remain flexible and adapt as guest numbers fluctuate with changing reservations.

Compensation & Benefits

- Ranges from \$17 - \$20 an hour with a bump in hourly rate if working wedding weekends. Hourly rate based on experience. Schedule depends on the number of guests and type of events happening at the lodge.
- Gratuity is often provided by guests and is built into contracts for group events.
- Meals may be provided when groups are staying on site.
- Collaborative work environment with a growing team of passionate employees.
- Working in a beautiful setting - a mountaintop property, bordering Pisgah National Forest, with miles of scenic views.
- An adventure-friendly employer - we encourage staff to take time to enjoy the outdoors, travel, adventure (whatever that looks like for each individual), and explore personal goals.
- All positions qualify to participate in our growing gear discount program.