



Kitchen Manager Job Description

Reports to: Food Service Director. Works collaboratively with the Guest Services Director and other area program directors to accomplish food service program objectives.

Status: Full-time, benefited, salaried position

Updated: February 22, 2022

Start Date: Immediate

The mission of The Firs is for people to *encounter Jesus and experience the love of God*. Food plays a key role in our larger work of hospitality, setting the context for our guests to encounter what really matters.

Our Kitchen Manager is responsible for ensuring that all meals coming from the kitchen are well prepared, with regard to quality, consistency, taste and food cost. We are looking for an experienced individual who has a desire to use their culinary skills to support our well-established Christian ministry.

This position is a permanent, full-time, year-round salaried position with benefits that include paid time off, medical and retirement contributions.

The successful candidate will have an active church and prayer life, supporting a personal Christian commitment. He or she will demonstrate a strong desire to advance the mission of The Firs in serving the wide variety of guests we welcome.

Primary Responsibilities:

- Cook in a lead position and supervise the entire kitchen simultaneously.
- Serve as part of team providing for foodservice across our three locations:
 - Retreat Center – located at 4605 Cable Street, Bellingham, WA
 - Camp Firwood – 9 miles from the Retreat Center in Bellingham
 - Firs Chalet – 56 miles from the Retreat Center, by the Mt. Baker Ski Area
- Serve as part of the larger full-time Firs staff team, helping in other areas when needed, attending staff meetings, prayer gatherings and staff retreats.

Desired Qualifications & Skills:

- Ability to successfully prioritize multiple tasks simultaneously, under pressure in a commercial kitchen.
- Knowledge of “from scratch” cooking.
- Familiar with the safe utilization of all types of commercial kitchen equipment.
- Reliable, consistent work attendance is a requirement of this position. Must be available to work some nights, weekends and holidays.
- Excellent communication skills (verbal, listening, writing), including conflict resolution experience.
- Experience with recruiting, scheduling, developing and evaluating staff.
- Must be organized and self-motivated, with strong attention to detail.
- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Be able to work in a standing position for long periods of time.
- Must be able to pass drug tests and criminal background checks. The Firs will not tolerate harassing or abusive behavior of any kind.
- Agreement and willingness to sign The Firs’ ministry statements.

Education &/or Experience:

- Culinary Arts (A.A.) or equivalent from two-year technical college; or five years foodservice related supervisory experience; or equivalent combination of education and experience.
- ServSafe Certification.
- Experience with menu planning, meal costing and recipe development.
- Experience producing an accurate physical inventory.
- Able to consistently manage food and labor costs to budget.
- Must be comfortable using a computer, online portals and basic productivity (Microsoft Office, Google Suite, etc.) for ordering, inventory, memos, and the like.

Mission Statement:

The Firs serves the local church and community by drawing groups and individuals to a camp and retreat setting. **The Firs exists for people to encounter Jesus and experience the love of God** – this is our core mission. From its beginning, The Firs has focused on developing and maintaining a ministry to God’s glory. The Firs’ emphasis has been to **help people believe**. This is done through instruction, creative activities and significant relationships. The Firs’ three facilities serve to support these efforts and provide a place for organizations and other ministries of similar purpose to offer programs of their own.

Next Step:

Interested candidates should submit a resume and application to Jim McClure at jamesm@thefirs.org. Questions about the position are welcome.