



Retreat Center Kitchen Manager / Head Chef

Land of Medicine Buddha is an environmentally conscious meditation and retreat center. Our campus is 108 acres of coastal foothills, tucked away in the redwoods. We offer Buddhist and secular programming, host visiting teachers and outside groups, and welcome guests to our land nearly every day of the year. Our mission is to benefit all beings to live a happy and meaningful life.

Location:

Land of Medicine Buddha
5800 Prescott Rd, Soquel CA 95073

Position Overview

Land of Medicine Buddha (LMB) is seeking a Kitchen Manager / Head Chef. LMB is seeking a highly skilled culinarian with commercial kitchen experience to lead our kitchen staff and oversee all aspects of our kitchen operations.

The ideal candidate will be creative, organized, and possess strong leadership communication skills to deliver bulk meals to guests and on-site staff daily. This individual will oversee the effective execution of 3 meal periods 5 days per week at LMB. The Kitchen Manager / Head Chef will be responsible for leadership, operations, menu planning, food preparation, inventory ordering and rotation, staff management and development of standard operating procedures to ensure overall efficiency and excellence of the kitchen operation.

Compensation and Expectations

- \$25-31 / hour (DOE)
- 40 hours per week in the kitchen
- Oversee proper execution of breakfast, lunch and dinner daily
- 5 days per week flexing for retreat schedule, will require working on the weekend
- General days off are Monday and Tuesday
- Employee discounts to Land of Medicine Buddha programs, retreats, merchandise
- On-site housing at LMB may be available

Kitchen Operation Role Overview:

- Manage Health Department Inspections
- Manage execution of 3 meal periods daily
- Manage Cost of Goods and Labor
- Develop and Manage Kitchen Systems and Checklists

- Manage all Food Inventory ordering and rotation
- Execute Daily Office Admin work
- Manage Emergencies and Building Maintenance

Leading the Kitchen Overview:

- Model best practices in the kitchen at all times
- Supervise employee behavior and work performance
- Manage staff work pace, quality and efficiency of job performance
- Manage service from the kitchen executing on budget targets
- Effectively on-board and train new staff in all SOP's set in place by the company

Daily Roles and Responsibilities Overview:

- Manage the kitchen team and ensure that all staff are trained up to Land of Medicine Buddha (LMB) standards and competent in executing their duties timely and professionally
- Manage all food preparation, ensuring that all product is prepared to LMB standards and portioned according to achieve desired Cost Of Good targets daily
- Develop, maintain and manage all inventory control procedures to ensure that food product and supplies are ordered according to appropriate par levels, stocked and rotated in a timely and efficient manner that minimizes waste and hits target budget for COG's
- Ensure that all kitchen equipment is cleaned daily, properly maintained and repaired to ensure a safe and efficient kitchen operation
- Develop and monitor order guide costs, and ensure that products and prices are current on order guide and meeting COG targets,
- Pivot quickly to different purveyor or negotiate proper pricing with purveyor to achieve COG target if costs begin to change
- Monitor labor cost for all staff daily, weekly and monthly.
- Focused on budget projection of daily income activities and adjust labor expenditure accordingly
- Manage and maintain compliance with all health and safety regulations and food safety guidelines set forth by the Santa Cruz County Health Department and LMB standards
- Manage execution of product, ensuring that LMB's quality of food is maintained at a high level and executed efficiently
- Maintain a clean and organized kitchen, ensuring that all checklists are properly executed upon and that all food storage and prep areas are kept clean and hygienic at all times
- Work with all LMB departments, managers, directors and board members staff to ensure that service for breakfast, lunch and dinner runs smoothly and all aspects of the operation are coordinated and in sync at all times throughout the day

HOW TO APPLY

To apply, please fill out this form with the relevant details:

<https://form.asana.com/?k=zWl6tdclYWoUwD2Lky7S6Q&d=597447037570324>

If you have questions, please direct those to Kai Johnson at admin.manager@medicinebuddha.org