

Kitchen Manager – Job Description



Department: Kitchen & Operations

Reports to: Director of Operations

Classification: Full-time, Salaried-Exempt

Salary Range: \$42,000 – \$45,000

Housing & Meals: Optional on-site housing + meals

Location: Willard, Wisconsin (on-site at the Christine Center)

Position Summary

The Kitchen Manager leads all food-service operations in alignment with The Christine Center's inter-spiritual mission and values. This role plans plant-forward menus, stewards the food budget, supervises kitchen staff and volunteers, oversees purchasing and inventory, and upholds the highest standards of safety and guest care. As part of the Operations Department, the Kitchen Manager collaborates closely with the Operations Director while exercising day-to-day authority and responsibility over culinary decisions and personnel.

Core Responsibilities

Culinary Leadership

- Cook alongside the team to model quality and efficiency.
- Design seasonal vegetarian and vegan menus that honor diverse dietary needs and local sourcing.
- Plan and execute buffet-style meal services efficiently, ensuring attractive presentation, consistent quality, and smooth guest flow.
- Balance flavor, nutrition, and cost.

Team Management

- Cultivate a calm, collaborative work culture rooted in respect and harmony.
- Recruit, interview, and recommend hires for kitchen positions; onboard and train new staff.
- Supervise, schedule, and mentor employees.
- Collaborate with the Volunteer Coordinator to integrate, train, and support kitchen volunteers.
- Conduct performance reviews, coach for growth, and recommend disciplinary actions or terminations when needed.

Food-Safety & Compliance

- Ensure compliance with food-safety standards and regulations.
- Maintain food-safety logs and records.
- Lead regular food-safety trainings and professional development opportunities.

Budgeting & Purchasing

- Manage the annual kitchen budget.
- Source ingredients ethically, prioritizing local and organic vendors.
- Control inventory and minimize waste through creative utilization.

Guest Experience & Collaboration

- Communicate with retreat leaders about schedules, allergies, and ritual meal needs.
- Greet guests at mealtimes to explain menus and gather feedback.
- Support occasional special events (e.g., board meetings, community gatherings).

Required Qualifications

- 3+ years of professional kitchen management or equivalent supervisory experience.
- Demonstrated skill in vegetarian/vegan cuisine, menu costing, and high volume- meal production.
- Current ServSafe Manager certificate (or ability to obtain within 60 days).
- Proven ability to lead, hire, and develop staff; comfortable making personnel recommendations.
- Ability to lift 50 lbs, stand for extended periods, and work varied hours during peak retreats.
- Commitment to the contemplative values and inclusive hospitality of The Christine Center.

Desired Competencies

- Calm leadership under pressure and grace in guest interactions.
- Financial stewardship and creative problem solving.
- Collaborative spirit across departments and with volunteers.
- Continuous improvement- mindset for systems and menus.

Working Conditions

Community Environment

Our community fosters collaboration, mutual support, and empowerment. Staff enjoy a serene work atmosphere that embraces open spiritual practices. Daily meditation sessions and weekly

community dinners are integral parts of our routine, further enhancing the sense of unity and personal growth among our team members.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person is occasionally required to stand, walk, climb, balance, and stoop, kneel, or crouch. The person must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The Christine Center's operations are dynamic, with activities often taking place on weekends. We are primarily looking for someone who is available to work every weekend and some weekdays (e.g., Wednesday-Sunday). However, we are open to other scheduling options based on your availability.

BENEFITS

- **Mission and Purpose-Driven:** Be part of work that aligns with our mission of offering contemplative support to persons of all spiritual paths.
- **Health & Wellness:** Access to a tax-free Flexible Spending Account (FSA) funded through employee contributions.
- **Student Loan Forgiveness Eligibility:** Qualifies for Public Service Loan Forgiveness (PSLF) programs due to our nonprofit status.
- **Paid Time Off (PTO):** Take advantage of paid time off to rest and recharge.
- **Free Meals:** Savor nutritious meals prepared on-site during retreats.
- **Retreat Participation:** Participate in some retreats or events at no cost.
- **Friends and Family Discount:** Receive discounts on lodging for friends and family.
- **Community Engagement:** Join weekly community dinners and holiday gatherings.
- **Supportive Environment:** Work in a flexible, compassionate setting where your contributions are valued.
- **Professional Development:** Opportunities for professional growth and development.
- **Onsite Housing:** Optional free onsite housing for deeper immersion in our mission and community.

ACCOUNTABILITY

This position is directly accountable to the Operations Director.

DISCLAIMER CLAUSE

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required.