



ST. DOROTHY'S REST

CAMP & RETREAT CENTER

St. Dorothy's Rest is nestled in Camp Meeker, a community steeped in history and located in the lower Russian River Valley—an area renowned for its world-class wineries, farm-to-table cuisine, stunning coastal vistas, and majestic Redwood forests.

Job Title: Kitchen Director

Classification: Full-time, Exempt, Salaried Position

Reports To: Hospitality Operations Director

Salary and Benefits Package: \$50,000-\$65,000 DOE. Includes Medical, Retirement, Life and Disability Insurance

Start Date: June 1, 2025 or earlier

MISSION: Creating community and belonging through hospitality and nature.

CORE VALUES:

- **INCLUSIVITY:** Giving every person the space and conditions to be themselves. Differences are not “tolerated”, they are CELEBRATED.
- **CONNECTION:** Making a place for people to connect with themselves, one another, nature, and the divine through rest, play, and discovery.
- **WELCOME:** Bringing people together to feel at home while away. Making camp and retreat possible for everyone, regardless of race, ethnicity, gender and sexual identity and expression, and socio-economic status.
- **NATURE:** Experiencing deep rest and renewal in a unique place in the redwoods.
- **CREATIVITY AND IMAGINATION:** Extending the invitation and creating space to try new things and be ourselves without fear!
- **GROWTH AND LOVE OF CHILDREN:** We were founded to be a safe place for children to truly be themselves, and to experience the unique healing benefits of nature. We are purposely here to make camp possible for all children.

PRIMARY RESPONSIBILITIES: The Kitchen Director at St. Dorothy's Rest oversees all aspects in the preparation and service of meals. Responsible for menu planning and development, the kitchen director ensures the creation of seasonally-inspired menus catered to a diverse range of guests. The Kitchen Director is responsible for planning meals, procurement, managing vendor/supplier relationships, and balancing guest and camper experience with the need to be creative on a budget. Maintaining stringent quality standards and managing a cost-efficient operation are integral to this role. Beyond the kitchen, the director collaborates directly with other department heads in maintenance, hosting and administration to guarantee a holistic and cohesive guest experience. With a commitment to excellence, creativity, and collaboration, the kitchen director shapes the culinary narrative at St. Dots, contributing to the overall atmosphere of tranquility and nourishment that defines our retreat center.

JOB DUTIES:

1. Menu planning and cost control
 - Craft menus that showcase local, seasonal ingredients that caters to a wide range of dietary preferences and needs
 - Create and foster relationships with local suppliers and vendors
 - Develop in collaboration with the ED and Hospitality Director and manage the kitchen department budget and maintain a cost-effective system including labor, maintenance, and food costs
 - Manage ordering and purchasing of kitchen supplies
 - Ensure minimal waste in consideration of varied demographics and group sizes
2. Team leadership
 - The Employee agrees to perform their duties diligently, professionally, and to the best of their ability, and to actively nurture and advance a cooperative, harmonious, and teamwork-oriented environment that promotes an atmosphere of dignity, respect, inclusion, community and professionalism.
 - Create training sessions to ensure growth and professional development for kitchen staff in areas including food preparation, presentation, and time management
 - Manage conflict to maintain a safe and pleasant working environment for all St. Dorothy's staff
 - A willingness to lead by example, and to pitch in where necessary, no matter the task
3. Collaboration with multiple departments
 - Work closely with other department heads to plan and prepare for guests needs
 - Coordinate with the maintenance director to ensure working equipment, housekeeping department for FOH spaces, etc.
4. Health and safety code
 - Ensure all spaces are well-maintained, clean, and stocked including multiple on-site kitchens in accordance with local health codes and the American Camp Association.

QUALIFICATIONS:

- 5+ years of kitchen experience. Experience in camp, school, or retreat setting is strongly preferred.
- 2+ years managerial experience
- ServSafe Manager certification
- First Aid CPR Certification
- Problem-solving and delegation skills
- Strong verbal and written communication skills, ideally in two or more languages
- Able to stand for long periods of time
- Knowledge of food preparation and sanitation practices
- Able to read and understand English

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS::

- Able to lift 40 pounds unassisted

- Able to lift 60 pounds with assistance
- Able to work standing and walking for an ten hour shift
- Able to work for two hours at a time without sitting down
- Physically able to lift and carry plates and trays, slide dish trays into commercial dishwasher, and perform other basic tasks
- Able to walk steep hills on a regular basis

To Apply:

Please provide a cover letter, resume and 3 professional references.

Email to: office@stdorothysrest.org