



ST. DOROTHY'S REST  
CAMP & RETREAT CENTER

## Kitchen Director | St. Dorothy's Rest Camp and Retreat Center

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**Position Type:** Full-Time, Exempt

**Location:** 168 St. Dorothy Ave, Camp Meeker, CA 95419

**Application Deadline:** Priority consideration to applications submitted by **August 19, 2024**.  
Open until filled.

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**About Us:** St. Dorothy's Rest is a camp, retreat, and conference center of the Episcopal Diocese of California. We have been in continuous operations since our founding in 1901. We are nestled in the majestic Redwoods in Western Sonoma County (approximately 90 minutes from San Francisco). St. Dorothy's can accommodate up to 95 people for retreats or 60 (plus staff) for summer camps in our historic Arts and Crafts style facilities.

**Role Overview:** As the Kitchen Director, you will play a crucial role in creating memorable dining experiences for our seasonal guests and summer campers. You'll oversee all aspects of the kitchen, from menu planning and food preparation to managing kitchen staff and maintaining food safety standards.

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### The ideal candidate will have the following qualifications and experience:

- High School Diploma or equivalent.
  - College or trade school certification / degree are preferred, though not required.
  - 4+ years of commercial kitchen experience
  - 2+ years managerial experience
  - Knowledge of kitchen procedures, practices, and equipment.
  - Excellent interpersonal communication and organizational skills; models professionalism and respect to all levels of staff in the workplace.
  - Must be able to work independently and collaboratively with individuals of different ages and abilities. Pleasant personality with good flexibility and ability to build positive relationships.
  - Must be able to safely and properly operate commercial kitchen equipment; to lift 40 pounds unassisted, or 60+ pounds with assistance; and to work standing and walking for many hours at a time.
  - Must have or be willing to obtain ServSafe and CPR/First Aid Certifications
  - Experience in camp, school, or retreat setting is strongly preferred.
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## Responsibilities:

### Management:

- Oversee hiring, training, supervision, goal-setting, and evaluations of year-round kitchen staff, including Shift Leads, Dishwashers, and Prep Cooks.
- Assist and support Summer Camp Director in the hiring, training, supervision, goal-setting, and evaluations, of all seasonal summer camp kitchen staff, including kitchen-oriented leadership personnel and Junior Counselors.
- Create and manage work schedules to ensure adequate coverage during retreat season, camp sessions, and St. Dorothy's events.
- Provide menus, recipes and prep lists for kitchen staff.
- Maintain a safe and pleasant working environment that fosters creativity and drives success.

### Administration

- Attend weekly staff meetings, sharing information across departments to foster communication and collaboration.
- Work with the Office Manager & Retreats Coordinator to prepare for guest needs and plan a retreat menu that accounts for retreat group size and type, dietary needs and requests, and budget.
- Work with the Executive Director to create an annual budget for Board approval.
- Stay within the approved budget for food, materials and supplies and staffing.
- Monitor and maintain inventory levels for food, supplies, and equipment.
- Order food, beverages, and kitchen supplies as needed.
- Receive and put away orders, promptly following up on any missing items.
- Maintain positive, working relations with vendors and service providers for the kitchen.

### Kitchen Maintenance & Food Service

- Develop seasonal, locally inspired, and –whenever possible– locally sourced menus that meet nutritional guidelines and satisfy and entice campers and guests. Ensure that all recipes are teachable, repeatable, budget-conscious, and can be adapted, when necessary, to meet dietary requests and restrictions of guests.
- Ensure that Kitchen is clean and meets all health department regulations and St. Dorothy's Rest health and safety standards.
- Coordinate with Facilities and Land Manager to plan for the growing and utilization of campus-grown herbs or food, and for upkeep and maintenance of kitchen equipment and facilities.

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**Salary & Benefits:** \$65-68K, health, and Employee Assistant Program, 5% pension with additional optional 4% match, generous PTO.

**To Apply:** Please submit 1) a resume; 2) a sample 1-day (breakfast, lunch, dinner) summer camp menu for 55 8-16 year olds; 3) a sample 1-day (breakfast, lunch, dinner) retreat menu for 40 adults, and any other information you believe helpful to [ashley@stdorothysrest.org](mailto:ashley@stdorothysrest.org) by August 19, 2024.