



### **Our Mission**

The mission of Whispering Winds Catholic Conference Center is to provide a Christ-centered environment, apart from the everyday world, where all are welcome to increase their knowledge of and commitment to Christ, and join as fellow pilgrims on their journey of faith with God.

**Job Title:** Sous Chef/Assistant Manager

**Organizational Relationship:** Reports To Director of Food Service

**Department:** Food Service

**Location:** Whispering Winds Catholic Conference Center, Julian, CA

**Position Type:** Full Time, Non-exempt plus benefits

**Salary Range:** \$16 - \$20+ hourly

### **Overview:**

Oversee production and execution of meal service in the Main Dining Hall / kitchen as designated by the Director of Food Service. Maintain operational condition of kitchen as outlined in policies and procedures to meet and exceed state and federal compliance.

### **Job Description:**

- Oversee meal prep, planning, and cleaning for 11,000 guests yearly
- Assist in the management of all hourly kitchen staff, seasonal staff, & volunteers as needed
- Assist and participate in cleaning projects and managerial tasks as necessary to meet policy and procedural compliance
- Assist in training and ongoing development of full time, summer, seasonal, and hourly staff
- Maintains leadership in modeling cleanliness, readiness, and effectiveness of food service locations
- Document and execute food safety plan, daily checklists, food waste log management, and stock rotation on a shift by shift basis
- Assist in the design, costing, and implementation of recipe builds and food service procedures as designated by the Director of Food Service
- Maintain Inventory and assist in cost control measures
- Support the Director of Food Service in the ordering and receiving of all stock items
- Clean and maintain all kitchen appliances, equipment, and areas where food is served
- Support food service staff in the cleaning and stocking of dishes & utensils

### **Skills and Abilities:**

- Manage peers, full time staff, summer, seasonal and hourly staff in a positive and respectful way
- Possess a strong work ethic
- Highly organized with an eye for detail
- Taste insight, ability to gauge overall flavor profile of dishes and make adjustments to meet desired outcomes for flavor and product quality
- Culinary insight and knowledge of classical cooking techniques and exposure to a variety of cultural cuisines
- Proficient in Microsoft Excel, Word, typing, and basic computer skills
- Has excellent personal hygiene
- Strong sense of urgency and timeliness
- Has a servant's heart, with a strong calling towards hospitality
- Demonstrates problem solving skills, ability to think quickly to adjust plans and still achieve desired outcomes

**Work Environment:**

- Indoors and outdoors in summer, winter, and rainy weather conditions, and sometimes in buildings without central heat or a/c
- On slippery surfaces and near hot appliances

**Compliance and Risk Management:**

- Maintain first aid and CPR certifications
- Perform all duties in accordance with prescribed regulatory compliance guidelines, including OSHA and local, state, and federal laws and regulations
- Ensure all Human Resource related policies and procedures are managed for the Facilities Department

**Other Job Duties:**

- Attend staff meetings and special ministry events, some held off-site and on weekends
- Attend training and seminars

**Miscellaneous**

- Normal indoor/outdoor environment requiring occasional lifting (up to 50 lbs.), bending, stooping, pushing, pulling, and standing for moderate periods of time
- Minimal travel to San Diego/reliable transportation required

**Disclaimer:**

This job description is a summary of the typical functions of the job, not a complete list. The responsibilities, tasks, and duties might differ from those outlined, and other duties, as assigned, might be part of the job. For more information on the organization, please visit [whisperingwinds.org](http://whisperingwinds.org).