



Christ the King Passionist Retreat Center
6520 Van Maren Lane, Citrus Heights, CA 95621

POSITION DESCRIPTION 2023

POSITION TITLE	Executive Chef
REPORTS TO	Executive Director
TENURE	Part time to full time, as required

BACKGROUND

Christ the King Passionist Retreat Center (CTK) is a Catholic faith based organization nestled on 29 acres, in the center of Citrus Heights, CA. Our mission, in the spirit of the Passionist Charism, exists to promote personal reflection and spiritual growth of all who come to the center according to their needs by creating a safe, welcoming and prayerful environment and providing ministries of inspiration, education, and guidance.

PRIMARY OBJECTIVE OF THIS POSITION

The Executive Chef will manage the day to day operations of the kitchen and dining room, develop and create delicious menus and food options for our guests.

KEY WORKING RELATIONSHIPS

Executive Director
Events and Hospitality Coordinator
Finance/Accounting Dept
Development Coordinator
Hospitality-dining room Staff
Kitchen Staff
Maintenance
Passionist Community
All other departments

DUTIES:

- Prepare, cook and present healthy, tasty and attractive meals for designated shifts
- Purchase food and supplies from vendors
- Monitoring inventory of kitchen supplies and food items
- Develop menus for retreats and events
- Oversee creation and approve menus of other chefs
- Monitor pricing and costs of menus to keep within the designated budget
- Ensure the kitchen and surrounding areas are sanitized and clean in accordance with health code regulations

- Hire, train and supervise kitchen and dining room staff
- Regularly schedule the work of chefs, prep cooks and dining room staff
- Work with Events and Hospitality Coordinator regarding specific requirements for some groups
- Connect with Directory of Ministry regarding any special retreats or enrichment days
- Undertake any other managerial duties or decisions related to the management of the kitchen and operation of the dining room
- Maintain positive relationships with all current kitchen, food and service vendors, along with all staff team members
- Keep in working order all aspects of the kitchen
- Ensure quality and standards are maintained within the kitchen and dining room
- Ability to cook for small, large groups and banquet style-formal events
- Provide regular updates to all internal departments and staff, when needed

PERSON SPECIFICATION

3+ years of kitchen manager or executive chef experience

They will have a passion for culinary arts and leading a team

They will be a team player keen to promote the Center in the wider community

They will have a knowledge of current industry trends

They will have a strong knowledge of local, state and federal food regulations

They will be comfortable giving direction to all kitchen and dining room staff

They will have excellent problem solving and decision making skills, results oriented and customer focused

They will have the ability to work with a high degree of independence

Strong analytical skills

Ability to work weekends

ServSafe Certification

Be able to reach, bend, stoop and frequently lift up to 50 pounds

OTHER CONDITIONS

All staff at Christ the King Retreat Center are required to undertake a Diocesan background check and complete a Safe Haven Environment Training.

All staff are required to be aware of Work Health and Safety policies of Christ the King Retreat Center.

All staff are required to familiarize themselves with the direction of the Staff Handbook.

During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.

For questions about this position, please contact Christ The King Passionist Retreat Center at 916-725-4720 or email: retreatctk@passionist.org