



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: Kitchen Associate

Organizational Relationship: Reports To Director of Food Service

Department: Food Service

Location: Whispering Winds Catholic Conference Center, Julian, CA

Position Type: Full time or part time, Non-exempt

Salary Range: \$16 - \$24 hourly

Overview:

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

Job Description:

- Assist with meal prepping, planning, and cleaning for 11,000 guests yearly
- Assist in training and ongoing development of hourly and seasonal staff as needed
- Model cleanliness, readiness, and effectiveness of food service locations
- 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
- Assist in the maintenance of inventory and 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.