

PART TIME KITCHEN MANAGER

ARC (Action, Reflection, Celebration) is a retreat center operated by an intentional community of volunteers, supported by hourly staff, serving individuals and groups of all beliefs and spiritualities, seeking time apart, rest and spiritual renewal.

The Kitchen Manager supports the ARC community by providing nourishment and continuity in an often-changing environment. We are looking for a motivated individual with a desire to cook nutritious and wholesome meals, with a passion for the connection between spirituality and food to work with us long-term.

ARC needs a Kitchen Manager with the creativity and skills to be responsible for: planning and creating meals, tracking and ordering food and supplies, scheduling/supporting 2 part-time staff/volunteers, maintaining a small budget with care while striving to maintain an 80% organic or locally sourced menu.

The Kitchen Manager collaborates with the Director of Operations to accommodate dietary restrictions of community/guests, and to monitor scheduling needs. They prepare mainly vegetarian meals from the ARC cookbook, are encouraged to be creative with the menu, and must be willing to adjust meals to be vegan, gluten-free or for other special needs.

Key Responsibilities:

- Prepare 9 to 12 nutritional homemade meals a week and eat with community or guests 1x/ week.
- Supervision and oversight of an hourly on-call kitchen assistant/baker, and a volunteer bread baker, as well as partnering with community members.
- Monitor quantities and place orders for staples, fresh produce, and bulk items and communicate needs with the Director of Operations
- Understand and adapt recipes for particular dietary restrictions
- Kitchen maintenance of refrigerator and freezers by ensuring that leftovers are used in a timely way, and living the ARC value of sustainability through composting and using foods from the garden
- Updating plans in an ever-changing environment as guests and volunteers are added and cancelled, often at the last minute

You will need:

- kitchen experience, preferably in a commercial kitchen, certification is a plus
- budgeting skills and experience
- flexibility, openness, a willingness to go with the flow and to adapt to change
- a love of food, yet not necessarily to have trained as a cook or chef
- ability to work in a team and independently
- to experience food as a gift of the earth, and cooking as a spiritual practice
- communication skills in order to coordinate, plan, and serve meals
- problem solving skills and creative initiative
- belief in the full equality of all people, regardless of race, sexual orientation, gender identity, religion, ethnicity, and physical ability

This position requires primarily weekdays with 4 to 6 weekend days a month. Rate is \$13.25/hour to \$15 per hour for 20 to 30 hours/week, negotiable based upon experience and availability.



ARC Retreat Community
1680 - 373rd Ave. NE,
Stanchfield, MN 55080

763 689.3540

Retreat@ARCretreat.org

www.ARCretreat.org

