



FOOD SERVICE DIRECTOR

Position Objective

- Blue Mountain Christian Retreat & Conference Center is seeking a Food Service Director to lead our kitchen operations and serve as a vital part of our ministry. This role is more than food service—it's an opportunity to help create an environment where guests can encounter the Lord through hospitality, excellence, and care.
- We are looking for a strong leader with food service experience and a heart to serve others in a Christ-centered setting while overseeing food service production and delivery systems, including purchasing and inventory of food and supplies.
- The Food Service Director ensures quality standards that are consistent with the Food Service Staff Handbook, Philosophy, and Extended Objectives of Blue Mountain Christian Retreat & Conference Center.

Job Duties & Responsibilities

- Responsible for menu planning, budget adherence, kitchen management and cooking.
- Work with Director for hiring and training of all kitchen staff.
- Set procedures in place for preparation, cooking and storage of meals for up to 400 guests, which is to be followed by kitchen staff according to HACCP guidelines.
- Schedule shifts for kitchen staff accordingly based on amount of guests being served.
- Plan, assign, and delegate work to all kitchen staff.
- Establish and uphold standards for cleanliness and organization of all cook stations, dining area, pantry and Grille and Chill.
- Develop menu with Kitchen Manager/Head Chef.
- Review, evaluate, and update food preparation procedures with Kitchen Manager/Head chef.
- Seek best options for deals as well as new food vendors, while maintaining relationships with current vendors, to ensure food cost and quality meet standards set by Executive Director.
- Place, receive, and stock food orders in a timely and cost-effective manner.
- Oversee safe storage of inventory of food, cleaning supplies, and kitchen equipment.
- Communicate meal changes to other departments clearly (office, maintenance, housekeeping, etc.).



- Supervise the year-round and seasonal teams. Foster teamwork with these teams by resolving problems and achieve goals cooperatively and effectively.
- Anticipate, understand, and respond to the needs of the guests when on the grounds.
- Attend all staff meetings and a project a positive attitude.
- Other duties assigned by Executive Director

General Qualifications

- Must have a true born again experience a love for the Lord Jesus Christ
- A desire to see people come to the knowledge of the salvation available through Jesus Christ
- Must have experienced or be open to the Baptism of the Holy Spirit
- Be in agreement with BMCR Doctrinal Statement, Personal Principles and Practices, Policies, and Procedures
- Reflect a servant's attitude that places others ahead of self
- Must live a Godly lifestyle
- Attend scheduled staff meetings
- A willingness to place oneself under the headship of BMCR

Education

- Minimum High School Diploma or its equivalent **Culinary school experience preferred**

Work Experience

- Minimum 5 years food service experience
- Managerial experience required

Knowledge, Skills and Abilities

- Possess an ability to establish priorities, work independently, and proceed with objectives without supervision.
- Fit to serve in a fast-paced environment and multitask.
- Excellent written and verbal communication skills through any and all means of communication.
- Exemplary interpersonal skills, high degree of emotional intelligence, and mind to remain calm in stressful situations.



- Capable of observing staff and guest behavior, discern it's appropriateness, and enforce safety, emergency, or disciplinary procedures and apply appropriate management techniques.
- Computer proficiency and ability to utilize various software packages.
- Equipped to learn safe uses/handling of chemicals and maintaining a safe working environment.
- Able and willing to obtain all certifications that may relate to the position.
- Servsafe qualification preferred, or willingness to obtain.

Physical Demands

- Work both inside and outside in heat/cold, wet/humid, and dry/arid conditions for receiving deliveries.
- Required to be constantly standing, sitting, performing tasks requiring hand-eye coordination, grasping, pulling, pushing, squatting, kneeling, twisting, bending, and carrying or otherwise manipulating large objects.
- Must be able to work with all types of foods by cutting, stirring, chopping, kneading, mashing, etc. with an ability to manipulate utensils and objects requiring manual dexterity, moving and managing kitchen equipment.
- Must be able to lift and/or move up to 50 pounds.

Requirements

- Remain faithful to Personal Principles, Practices, and Policies as expressed in the BMCR Staff Manual.
- Adhere to company dress code and professional standards for personal grooming and appearance.
- Comply with all sections of the Food Service Staff Handbook. Requires working evenings, weekends, and holidays for special events and/or high-volume turnovers.
- Attend all staff meetings and project a positive attitude.
- Flexibility for sudden shift changes.
- Satisfactory completion of background investigation.
- Verify employment eligibility through completion of USCIS Form I-9.
- Working evenings, weekends and holidays as needed.



Compensation & Benefits

- Housing & utilities provided
- 401(k) with employer match
- Paid time off
- Annual Raise
- Bonus'
- Meals provided*
 - *when meals are served to guests.

Application Questions:

- This position requires you to work over 40 hrs per week and work many weekends during the year. Are you ok with that?
- Are you in full agreement with our Statement of Faith (<https://www.bmcr.org/about-us/doctrinal-statement/>)?
- Have you had a real encounter with the Lord Jesus Christ and experienced a new birth in Him as it says in John 3:4-7?
- Are you able to relocate and live on the grounds of BMCR in campus provided housing?