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PO Box 699, Dickinson, Texas 77539

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281-337-1312

Job Title: Head Cook - Catholic Retreat Center

Location: Christian Renewal Center; 1515 Hughes Rd, Dickinson, Texas 77539

Position Type: Full-Time Salary

Salary: \$36,000 plus dental, vision, health, and 15% match of 401K

About Us: The Christian Renewal Center is a spiritually enriching haven nestled on 52 wooded acres on the bayou, easily accessible off I-45 between Houston & Galveston. We provide a welcoming environment for individuals and groups seeking spiritual renewal, reflection, and community. Our commitment to hospitality extends to the culinary experience we offer, providing nourishing meals that complement the spiritual journey of our guests.

Job Description: We are seeking a dedicated and skilled Head Cook to oversee the food service operations at our Catholic Retreat Center. The Head Cook will be responsible for planning and executing nutritious and delicious meals that meet the dietary needs and preferences of our diverse clientele. This individual will play a crucial role in creating a welcoming and nurturing atmosphere through the culinary experience, enhancing the overall retreat experience for our guests.

Key Responsibilities:

1. Menu Planning: Develop menus that align with the nutritional needs and dietary restrictions, including vegetarian, vegan, gluten-free, dairy-free and diabetic.
2. Food Preparation: Supervise food preparation activities, ensuring high-quality standards, proper portion control, and adherence to food safety and sanitation protocols.
3. Cooking: Prepare and cook meals for guests and staff, demonstrating creativity, skill, and attention to detail in culinary techniques and presentation.

4. **Team Leadership:** Lead and motivate missionary staff, providing guidance, training, and support to maintain a cohesive and efficient team environment.
5. **Inventory Management:** Manage inventory levels of food and kitchen supplies, conducting regular stock assessments, and placing orders as needed to maintain adequate supplies.
6. **Budget Oversight:** Assist in developing and managing the food service budget, monitoring expenses, and implementing cost-saving measures where possible.
7. **Collaboration:** Coordinate with other departments, including event planning and housekeeping, to ensure seamless execution of food service operations for retreats, conferences, and special events.
8. **Compliance:** Ensure compliance with all health and safety regulations, including food handling, sanitation, and hygiene standards, as well as any applicable licensing requirements.
9. **Time Management:** Ability to maintain standards and meet mealtimes of retreats. Serving up to 3 groups per meal averaging around 130 people per meal.
10. **Availability:** Working hours to meet the retreat needs, this includes weekend and holidays except Easter, Christmas, and Thanksgiving. Work schedule varies as some weeks we offer food service during the week for schools or clergy making a retreat, while the majority of food service takes places Thursday – Sunday for weekend retreats.

#### Qualifications:

- Proven experience as a Head Cook, Executive Chef, or similar role, preferably in a hospitality or retreat center setting.
- Extensive knowledge of culinary techniques, food preparation methods, and kitchen management best practices.
- Strong leadership and interpersonal skills, with the ability to effectively supervise and motivate a team.
- Excellent organizational and time management abilities, with the capacity to prioritize tasks and manage multiple responsibilities.
- Understanding of dietary needs and restrictions, with the ability to accommodate various preferences and requirements.
- Certification in food safety and sanitation (e.g., ServSafe) is required.
- Commitment to upholding the values and mission of the Catholic Retreat Center.

To Apply: Please submit your resume and three references (include their email) to Kim Brown at [kbrown@retreatcentercrc.org](mailto:kbrown@retreatcentercrc.org) We look forward to welcoming a passionate and dedicated individual to lead our culinary efforts and contribute to the spiritual journey of our guests.