

Mary & Joseph Retreat Center Seeks: Food Services Kitchen Helper

Mary & Joseph Retreat Center is a sacred and beautiful place where people of faith have found spiritual renewal, unity, healing, and peace. Annually, we welcome and serve the spiritual needs of more than 12,000 people on their faith journey – by sponsoring spiritual retreats or events, and providing hospitality to independent organizations holding their own religious, educational, personal development, or staff retreats.

A **Kitchen Helper** -- reporting to the Food Services Manager in the Mary & Joseph Retreat Center kitchen takes direction from either the Manager or the Cook on duty for a particular work/meal shift and assists in accurately and efficiently preparing high-quality and healthy meals or snacks, and providing a positive dining room experience to retreat guests. A Kitchen Helper has an interest in food preparation and service, is creative, demonstrates hospitality to others, and does what it takes to get the job done well.

This is an hourly position – part-time positions (8 to 24 hours per week) are available, and a full-time position (30 to 40 hours per week) may be available.

General Knowledge, Skills and Abilities Required

- Previous experience in food service, hospitality, or customer service positions.
- Interest in food preparation and service, including appreciation for traditional, vegetarian, vegan, and international food options.
- Excellent interpersonal and communication skills, including ability to listen, present information and follow-up.
- Ability to work independently, as a team member, and serve as a role model for other team members.
- Ability to handle multiple tasks, solve problems and change priorities as necessary.
- Ability to lift and carry packages weighing approximately 20 pounds a short distance.
- Available to work varied hours on weekdays, weekends, evenings, or holidays as needed.
- Bilingual in English and Spanish a plus.

Responsibilities

- Help Cook prepare and serve meals or snacks for retreat guests – food preparation and cleanup; complete any tasks needed for other daily meals or future meals.
- Set up and clean up serving area before, during, and after meals.
- Assist in dishwashing, and keep dishwashing area clean during applicable meal shifts.
- Replenish stocks of food, supplies, paper products, and cleaning supplies as needed or after deliveries.
- Communicate with Cook, Food Services Manager, and/or Hospitality leadership regarding any specific group or guest needs and timing that may arise and be brought to your attention.
- Assist in maintaining, restocking, or documenting food and cooking/dining supply inventories, and notify Manager of vendor orders and/or in-store purchases needed.
- Help maintain or clean kitchen facility and equipment as needed to ensure that all are clean and maintained, in presentable and safe operating condition.
- Be familiar with the appropriate documentation of kitchen procedures and health/safety standards; follow those, to ensure compliance with procedures and standards.

Send letter of interest and resume to:

Paul Craig, Executive Director
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