

Land of Medicine Buddha, Soquel, CA

Executive Chef

About Land of Medicine Buddha- LMB is a spiritual oasis in a redwood forest in the Santa Cruz mountains with hiking trails, temples, accommodations, and sacred objects such as prayer wheels and a Mahabodhi Stupa. We offer educational programs, meditation retreats, events, host groups, and have a café as well as meals for retreat groups and guests. LMB is part of a global family of centers for Preservation of the Mahayana tradition (FPMT) founded by Lama Yeshe and Lama Zopa (www.landofmedicinebuddha.org).

LMB is seeking an Executive Chef with experience and skills to cook and provide leadership in the kitchen and outdoor café cart.

Primary Job Duties & Skills:

- Cook healthy vegetarian meals for 20-50 people most weekends, including staff, with some vegan and gluten-free options.
- Organize and anticipate kitchen needs before they come up
 - Understand the upcoming weekly, monthly, quarterly, and annual calendar to plan more intensive work times and vacation/time off
 - Continuously improve kitchen effectiveness and efficiency Kitchen menus and systems within the planned budget
 - Staff scheduling for pickups, cooking, and cleaning.
 - Inventory MGMT of foods, equipment, and cleaning needs for sanitary conditions.
 - Ordering and planning menus based on retreat needs.
 - Maintain and comply with Environmental Health requirements.
- Manage time and workload so staff and self can work in a fully sustainable way with up to three staff being supervised as support.
- Hire, train, and mentor kitchen support staff.
- Coordinate and schedule outside cart for snacks, food and drinks based on the schedule.

Position Details

- \$25-37\$ / hour
- 35-40 hours per week salaried manager
- 5 days per week flexing for retreat schedule.
 - 0-2 admin days per week
 - 3-5 cooking days per week
- Benefits include free attendance of classes and retreats
- 30% Discount at LMB store and café
- Housing may be available on the campus

Inventory Management Duties

- Create and maintain an inventory spreadsheet to ensure that:
 - Food stocks are maintained for staff and retreats
 - Prices are tracked for the budget.
 - Minimize or eliminate food waste.
 - Coordinate with key suppliers for purchasing and delivery
- Manage the kitchen and dining room to ensure everything is stocked for staff and groups
 - Coordinate supplies and dining room needs with Center Manager and Hospitality lead staff member.
- Coordinate with Center Manager and retreat managers for meal cost analysis sheets.
- Submit invoices and receipts to the finance department for purchases.

Staffing and Scheduling

- Manage the schedule for kitchen staff on a weekly and monthly basis.
 - Ensure adequate coverage for retreats and other events and emergency backups.
 - Communicate with staff, work studies, and volunteers to set and confirm shifts and core duties.
- Train new staff and volunteers in kitchen, meal, dining room, and retreat operations
- Maintain a database of on-call cooks and volunteers (in collaboration with the Center Manager)
- Outline responsibilities for each shift (or role/station) in the kitchen so staff and volunteers know what is required and ensure everything is done well.

Kitchen Organization

- Organize the kitchen supplies and tools so anyone can easily find them in labeled areas.
- Organize food inventories:
 - Label and organize all food stocks (especially in the pantry) so that anyone can find them and so that it is quick and easy to do inventory.
 - Ensure the walk-in cooler is clean and without mold or spoiled food.
- Adhere to food safety and sanitation standards, including proper handling, storage, and preparation of food and maintaining a clean and organized kitchen.
- Ensure trash, recycling, and compost are emptied regularly during kitchen shifts.
 - Trash and recycling are checked each evening for removal and security from animals if outside. Compost emptied each evening.

Menu Planning

Plan menus on a weekly and monthly basis in collaboration with retreat leadership.

- Staff Meals
 - Create and deliver staff meals that are nutritionally well-balanced and relatively inexpensive.
- Group Meals
 - Create menus for each group based on the information provided by the Facilities Rental Coordinator (FRC), Road Scholar Coordinator (RSC), and Spiritual Program Coordinator (SPC), who will provide:
 - Number of guests
 - Dietary restrictions
 - Allergies

Meals and cooking

- Cook one or two meals a day when on cooking days as required.
- Ensure all meals are delivered on time (just before mealtimes start)
- Ensure meals are nutritious and to the level of quality expected by the staff or the retreat group.
- Clean kitchen and dishes throughout the day to maintain sanitary conditions.

Qualifications

- One year of professional cooking experience in kitchen with focus on quality and customer services.
- Flexible schedule and ability to adapt to changing schedules for retreats and events.
- Strong interpersonal and communication skills with ability to collaborate as a team leader.
- Compassionate, kind and positive leadership skills in a dynamic work environment.
- Vehicle access which assists with supplies, ordering, farmers market is recommended.
- Physical capacity for lifting, carrying, pushing or pulling objects up to 50 lbs.
- Standing ability to work in a dynamic kitchen for up to 8 hours.

To submit applications, email your resume and contact information to Jeff Garnette, Administrative Manager, Land of Medicine Buddha, 5800 Prescott Rd, Soquel, CA. 95073

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