

## Kitchen Job Description

The Kitchen is the heart and hearth of Menla. Although our kitchen staff works hard in a very busy environment, they also have a lot of fun. With just a handful of employees preparing three meals a day for 30–100 people, it is crucial that the kitchen staff be team players who are dependable and reliable and can maintain a positive attitude. Throughout most of the season, there is a morning shift and an afternoon/evening shift, with both shifts' hours varying slightly according to the needs of each specific event. Although occasionally we prepare fish or chicken, our food is mostly gourmet vegetarian—much of which is organic and some of which comes from our own organic garden!

We all wear many hats at Menla. Thus, in general, flexibility, friendliness, and a willingness to do whatever it takes as a team to get everything done are absolutely essential. We encourage our kitchen staff to be mindful of the energy they put into the food. Our guests consistently rave about their dining experience at Menla. We are a one-of-a-kind business, and we all go out of our way to ensure that at the end of the day the retreat participants' experience here is uniquely transformational and healing.

Cooking at Menla is a unique experience. It can be exciting, challenging, and truly rewarding. The Cooks work closely with our Chef to execute the menu and ensure an all around good dining experience for our guests. They check in with guests and address individual dietary needs as they arise.

The Dishwashers set up and break down the buffet, bus dirty dishes, clean and put them away, and help with prep work whenever possible.

### **Morning Shift Primary Duties**

#### *Cook*

- Prepare and serve breakfast
- Prepare and serve lunch
- When possible, begin preparation for dinner
- Replenish buffet as needed
- Occasionally assist with special tasks, such as inventory

#### *Dishwasher*

- Setup the tea and coffee station
- Ensure Dining Room is clean and orderly

- Cleanup after breakfast
- Cleanup after lunch
- Receive and put away deliveries

#### **Afternoon/Evening Shift Primary Duties**

##### *Cook*

- Begin preparation for next day's meals
- Occasionally assist with special tasks, such as inventory
- Prepare and serve dinner
- Replenish buffet as needed

##### *Dishwasher*

- Refresh the tea and coffee station
- Ensure Dining Room is clean and orderly
- Help with any remaining cleanup after lunch
- Receive and put away deliveries
- Cleanup after dinner
- Close down kitchen for the night