



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Kitchen Lead

### Full Time

Located in the heart of the beautiful Blue Ridge Mountains of Western North Carolina in Black Mountain on a picturesque 1,200-acre campus, the YMCA Blue Ridge Assembly is a non-profit conference and retreat center. For more than a century we have hosted a diverse array of groups –churches, schools, colleges, family reunions and youth groups, among others. As a hospitality-focused YMCA, we are committed to delivering exceptional experiences for our 33,000 annual guests while developing a team of values-driven leaders.

### SUMMARY

Under the guidance of the Food Service Director at YMCA Blue Ridge Assembly, the kitchen lead executes all activities of the Blue Ridge kitchen to provide the highest quality food service for guests and staff. The kitchen lead maintains kitchen regulations and procedures in compliance with administrative policies, assists other cooks, salad bar attendants, helpers and/or dining room staff as needed, and provides assistance to the Kitchen Manager with monthly inventory, ordering and kitchen operations.

### QUALIFICATIONS AND SKILLS

- Associate's degree required; Bachelor's degree preferred in Hospitality, Culinary Arts, Business Management, or related field.
- Candidates with degrees in other fields must have at least one (1) year of practical experience in a supervisory kitchen role.
- Experience with large-volume food preparation required.
- Ability to thrive in a fast-paced and frequently changing environment.
- Strong leadership, teamwork, and communication skills.
- Willingness to work a flexible schedule, including evenings, weekends, and holidays as needed.
- Strong organizational skills and attention to detail.
- Ability to work independently and demonstrate self-direction.
- Knowledge of proper food handling, sanitation, and safety procedures.

### RESPONSIBILITIES AND APTITUDES

- Follow menus, standardized recipes, and production sheets as designated by management.
- Follow all special instructions for preparation times, garnishes, serving schedules, and leftover usage.
- Assist kitchen staff in preparing and serving daily meals and special events.
- Maintain compliance with all sanitation regulations and proper food handling, preparation, storage, and service standards.
- Ensure the quality, quantity, presentation, and timeliness of all food preparation meets YMCA Blue Ridge Assembly standards.
- Assist management in training staff on proper use, care, and maintenance of kitchen equipment.

- Maintain a clean, organized, and safe kitchen environment, including dish room, storage areas, and coolers.
- Support monthly inventory processes and assist with food ordering as assigned.
- Assist in coordinating kitchen operations during peak service times and special events.
- Work collaboratively with kitchen and dining staff to ensure efficient meal service.
- Uphold YMCA Blue Ridge Assembly values and maintain professional conduct at all times.

## COMPENSATION AND BENEFITS

- Salary range: \$39,000 – \$43,000 dependent upon qualifications and experience
- Eligible for YMCA Retirement Fund after two years
- YMCA Blue Ridge contributes 12% of gross pay at no cost and without any matching requirement
- Free meals in dining facilities whenever conference groups are being served
- Health insurance, dental, vision, LTD/STD, and life insurance offered after a 90-day review period
- Eligible for 23 days of Paid Time Off (PTO)
- Free family membership to the YMCA of Western North Carolina after a 90-day review period

## Application Process

If you are passionate about providing outstanding service and making a positive impact on your community, we invite you to apply for the Kitchen Lead position at the YMCA today! Apply today on our website (<https://blueridgeassembly.org/employment-application/>) or email resume to Esteban Andrade at eandrade@yblueridge.org.