



Executive Chef

The Heimerdinger Foundation, Inc. (Meals 4 Health and Healing)

hfmeals.org

Position Description - Responsibilities and Requirements:

Position Description

The Chef is responsible for the smooth running of the kitchen and the preparation of beautiful, delicious, and nourishing meals for clients in a safe, professional, and loving way. The Chef works to support the full engagement of our teen chefs and volunteers and to maximize their opportunities for learning and personal development by creating a consistent, caring, and welcoming environment and practices in the kitchen. He/she is responsible for ensuring that organizational operating guidelines are integrated consistently into the daily life of the kitchen.

Responsibilities Include:

- Reviewing/editing current menus and developing new menus as appropriate for each week and accurately entering all recipes in database by end of week
- Coordinating with the Kitchen Manager to create a clear cooking plan for each week that includes recipes, produce to use with each dish, number of servings needed, and the list of exceptions based on clients' needs
- Leading all shifts in the kitchen on cooking days to provide consistency in food safety and sanitation practices, and in cooking practices and food quality; assisting and supervising volunteers through their shifts but completing a recipe him/herself only when the kitchen is short-handed; interacting with volunteers, creating connection and a positive team spirit; and ensuring all meals leaving the kitchen are beautiful, delicious, and nutritious
- Minimizing waste through careful use of donated food in weekly recipes
- Working with the Kitchen Manager to ensure cleanliness, organization, and maintenance of pantry, refrigerator, and freezer

- Mentoring, educating, and providing assistance to teen volunteers and Mentor Chefs on cooking days. Ensuring that youth volunteers' needs, best interests, and perspectives are considered in all aspects of work
- Maintaining positive and appropriate relationships with all Meals 4 Health and Healing volunteers and employees and making all feel welcome and valued
- Leading the plan and execution of cooking demos/sessions, both developed by M4HH and through other opportunities

Qualifications:

- A commitment to Meals 4 Health and Healing's mission and operating principles
- At least 3 years of professional cooking experience, preferably in whole foods
- B.A./undergraduate degree preferred
- Strong capacity for mentoring, teaching, and positive interactions with others
- Experience in youth development and working with teens
- Excellent organizational and management skills
- Excellent communication skills both verbally and in writing
- Ability to stay calm and keep balance and sense of humor in a fast-paced environment
- Familiarity with Microsoft Office Suite, email and use of a database system
- First Aid and CPR certification (ideal)
- Ability to lift 25 pounds and stand for long periods of time
- Ability to work well with a team
- Have good self-awareness and emotional maturity
- Ability and desire to be in a work environment that values working as a team, relationships, and giving and receiving honest feedback
- Available (currently) in the Meals 4 Health and Healing kitchen on Mondays from 8 – 3 (and potentially some Mondays from 3:00 – 6:00 pm); Tuesdays from 8 – 2:30
- Ability to be present and flexible for a growing program

The above lists are not intended to be exhaustive, as our growing program and demands may dictate other future priorities, but rather they are representative of the role as it currently exists.

Job Type: Part-time/20 hours per week

Compensation: \$19 - \$24/hour depending upon experience

For more information, contact Katharine Ray, Executive Director, at katharine.ray@hfmeals.org For those interested in applying for the job, please send a letter of interest and a resume to katharine.ray@hfmeals.org