

Revised: March 2017
Title: Executive Chef
Department: Kitchen
Reports to: Chief Operating Officer
Manages: Production Manager, Value Added Processing Supervisor
Status: Salary, Exempt
Salary: \$60,000
Schedule: Days, Monday - Friday

Foodlink's Community Kitchen

One way that Foodlink addresses the impact of extreme poverty and hunger in our community is by providing healthy meals and snacks to children year-round. In December 2017 Foodlink relocated its kitchen and value added processing center to a new, state-of-the art Community Kitchen at our Mount Read Blvd Headquarters. This \$4.6 million investment was made with the support of regional experts, local and state government and committed community partners to enable Foodlink to meet the needs of hungry children and seniors in our region. The Community Kitchen has three pillars:

- **Healthy Meals:** We prepare and deliver thousands of nutritious breakfasts, lunches, snacks and after-school meals daily, via Federal nutrition programs such as CACFP, SFSP, Senior Feeding, National School Lunch and other vended contracts.
- **Local Value-Added Processing:** We drive economic development by investing hundreds of thousands of dollars in locally-grown produce, and engaging in small-scale processing to increase access and consumption of these healthy foods.
- **Food and Culinary Career Training:** We will be home to a one-of-a-kind culinary and food manufacturing workforce development institute that builds pathways out of poverty for hard-to-place workers.

General Description

The Executive Chef (EC) builds on the past 12 years of Foodlink's successful growth to bring the Community Kitchen and Processing Center to its full potential. The EC is responsible for the implementation and support of all production within Foodlink's Community Kitchen, including the development and continued innovation of a 4-week cycle menu, creation of nutritious meals and snacks, and the daily expediting of 4000+ meals to nearly 70 sites across Rochester. The Executive Chef has oversight responsibilities of value added processing of fresh produce for both internal use and external sales. The EC also executes occasional special event catering for board meetings and community engagements. The EC is responsible for directing all kitchen functions to include menu development, inventory, ordering and purchasing, food cost controls, food safety and sanitation, staff training and personnel management. This position leads and or informs the training of kitchen staff, training participants, interns and volunteers ensuring food safety measures are met and food quality is never compromised.

A successful candidate for this position brings creativity, enthusiasm, and passion for Foodlink's mission. Excellent communication skills, and pride in both the food produced and the staff developed in the Kitchen are essential. S/he must be able to demonstrate an ability to work well under pressure, maintain organization and efficiency, exhibit initiative, innovation and flexibility within the competing demands of a multi-functioning, nonprofit teaching kitchen. This is a hands on position in which the Executive Chef will lead by example, rolling up their sleeves in the kitchen approximately 80% of the time, with the remaining 20% of their time spent on administrative tasks.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Develop menus that source (or incorporate) regionally fresh products, meet or exceed nutritional guidelines and inspire healthy eating in the communities we serve.
- Execute daily operations with efficiency and professionalism, with an eye towards developing staff.
- Ensure efficient food safety and facility management by maintaining complete knowledge of relevant best practices and procedures, including opening and closing procedures.

- Ensure compliance with regulatory standards and work towards improving systems and processes.
- Work with the COO to complete the Preventive Controls Food Safety Plan and attain SQF certification.
- Demonstrate an understanding of federal, state and Feeding America operating requirements and successfully pass all audits and inspections.
- Plan and price menu items, orders supplies, and keep records and accounts.
- Create and manage the department budget, minimizing expenses through efficiency gains. Actively participate in the annual budgeting process.
- Maintain transparent cost monitoring and reporting. Maintain accurate inventory levels and assure FIFO, and proper food rotation and flow of food.
- Work closely with the Safety & Facilities Supervisor to communicate equipment repairs and maintain all proper facility logs.
- Work with the COO and Director of Nutrition to plan daily, weekly, and monthly business goals
- Work closely with the Director of Work force Development and the volunteer department to utilize volunteer, community service and WEP interns to support the kitchen operations and provide work experience opportunities.
- Work closely with the Director of Work force Development to launch the Culinary Career Development Institute, ensuring industry relevance and kitchen efficiency
- Handle difficult/challenging situations with professionalism, integrity and compassion and an orientation towards solutions.
- Participate in senior leadership meetings.
- Participates in special projects and performs other duties as assigned.

People Management

- Lead, engage and inspire a large, highly motivated team while ensuring consistent follow-up and accountability
- Embody Foodlink's core values in her/his leadership style, including Respect, Stewardship and Accountability, Collaboration, Urgency, Service, Integrity, Diversity, Teamwork, Safety and Sharing of Information.
- Build a culture that allows for openness and innovation, ensuring that all team members understand Foodlink's values and actively incorporate them into daily decision making
- Mentor kitchen management staff building leadership skills and supporting personal development
- Work closely with the management team and Human Resources to identify a pipeline for leadership and advancement opportunities
- Interview, hire and train employees; make strategic, proactive personnel decisions full, addressing complaints and resolving problems to maintain positive culture and ensure productivity
- Conduct annual performance reviews/evaluations. Maintain accurate and timely personnel reports and works in collaboration with Human Resource to ensure effective personnel management.
- Translate strategic goals into viable work plans for the kitchen and its staff;
- Establish annual goals and objectives for the department; build commitment to strategies, goals and objectives among key stakeholders.
- Delegate duties and responsibilities as necessary

Minimum Qualifications

Education and Certifications: Culinary Arts Degree from an accredited culinary program. ServSafe or other Food Safety Management Certification required.

Experience: Minimum of five (5) years of progressive culinary experience and kitchen management. High volume, complex foodservice operations and high-touch customer service environment experience highly desirable. Non-profit experience is a plus.

Skills/Competencies: Must have a commitment and capacity to both ensure high quality food production and develop high quality staff; this includes progressive leadership skills, solid customer service skills, strong math, communication and organizational skills.

- Ability to use computerized food ordering and planning system and experience with Microsoft applications.
- Advanced knowledge of nutrition and food trends with a focus on quality (fresh, local, and in-season),
- Expert knowledge of production, sanitation, and food cost controls.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk and hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Must be capable of standing and walking for long periods of time

The job requires repetitive movements like bending, crouching, kneeling, lifting and carrying materials and equipment weighing up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environment is fast paced in hot conditions. The noise level in the fast-paced work environment is usually moderate.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees in this job will follow other instructions and perform other related duties as required.

Benefits.

Foodlink offers a competitive benefits package which includes medical, dental and vision insurance, with up to 99% of premiums covered by Foodlink for single enrollment. Fully paid, disability insurance and life insurance. HSA and FSA offerings. 401(k) matched after one year of service. 11 paid holidays and a generous PTO accrual program.

To Apply:

Submit a cover letter and resume to the address below or via email to HR@foodlinkny.org. Only serious applicants should apply. Only qualified applicants will be contacted.

Foodlink
Attn: Human Resources
1999 Mt. Read Blvd
Rochester, NY 14615

The Foodlink Way

- ✧ Passion and commitment to our mission ✧ Going above and beyond what is required
- ✧ Seeing our roles as more than just a job ✧ Proactively seeking improvements ✧ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

Everyone is welcome here!

Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.

