

Shepherd's Table

Job Description

Position:	Chef
Classification:	Hourly (\$20 - \$23) non-exempt
Reports To:	Lead Chef
Supervises:	None
Date:	April 2023

Position Summary

The Chef is responsible for ensuring that hot, nutritious meals are prepared and served at Shepherd's Table 365 days a year. He/She is also responsible for working closely with the Program Assistant and Security Officers to provide a welcoming and safe environment for all our meal guests and volunteers. In addition, the Chef is responsible for assigning tasks to volunteers and maintaining a clean, healthy food service area always. He/She must follow all food service regulations and County health code requirements.

Essential Duties & Responsibilities

Meal preparation and Service

- With the Lead Chef plans weekly food menus
- Ensures that hot, nutritious meals are prepared and served each day at Progress Place and through the Beyond the Table Mobile Meals Program
- Provides food service coverage during regular scheduled service and in emergency situations such as inclement weather
- Ensures meal guests receive warm hospitality with each meal service
- Ensures that meal service policies are followed

- Ensures that the dining room and Beyond the Table mobile meal sites are a safe and welcoming environment for meal guests and volunteers
- Help support security personnel during mealtimes
- Supervises or performs post meal cleaning in kitchen, dining room, dish room, hallway and/or delivery van
- Ensures that the kitchen/equipment/food/van/staff/volunteers are fully in compliance with health regulations during his/her shift
- Ensures that food deliveries are stored and rotated for current and future use.
- Ensures the cleanliness of the kitchen, dining room, dish room, kitchen prep room and all food service equipment and Beyond the Table van
- Monitors and responds to Meal Program communications via the telephone and e-mail on a regular basis. Return calls and e-mails within 24-48 hours.
- Secures the building at the end of food service. Ensures no clients are in the building or on the grounds
- Captures stories and photo for newsletter and social media coverage

Personnel Management

- Greets, supervises, assigns duties, and supports volunteers throughout the meal prep, service and clean-up
- Encourages volunteers to engage in other service and giving opportunities at Shepherd's Table
- Performs all prep service and clean up duties in absence of volunteers

Resource Management

- With the Lead Chef and Kitchen Staff engages in the Community Food Rescue process in receiving and donating rescued food
- Receives, organizes and rotates donations
- Ensures that health regulations are met at all times
- Supports Shepherd's Table fundraising efforts through participation in events, kitchen tours, media interviews and other ways as needed

Knowledge, Skills, Abilities

- Knowledge of food and safe food handling skills

- Knowledge of people experiencing poverty and homelessness
- Food safety knowledge
- Ability to work with a diverse population
- Ability to supervise a team of paid and unpaid support staff including volunteers
- Ability to work independently and as part of a team
- Ability to lift 50 pounds

Education and Experience

- High school diploma
- 3 years food service preparation experience
- Food safety certification or ability to acquire it within 30 days of employment
- Driver's license and good driving record

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of normal responsibilities from time to time as needed.

Shepherd's Table is an equal-opportunity employer. All applicants are considered without regard to race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, veteran status, or any other discriminatory factors prohibited by law.

Shepherd's Table requires that all employees be fully vaccinated against COVID-19 unless the employee is entitled to accommodation for reasons related to a medical condition, disability, or sincerely held religious belief. Qualified applicants must comply with this vaccine policy as a condition of employment.