



UTAH FOOD BANK

JOB DESCRIPTION

POSITION TITLE: Managing Chef
SUPERVISED BY: Programs Director
RESPONSIBLE FOR: Manage staff in Kids Café kitchen; oversee preparation of meals for all Kids Café sites; meet reporting requirements for Kids Café program

DUTIES:

1. Oversee daily work of UFB Kids Café kitchen and staff; assign work tasks as needed to meet goals
2. Work with Programs Director to develop and implement goals and objectives, planning and budget for Kids Café
3. Interview, hire and manage Kids Café kitchen staff including performance evaluation, training, mentoring, disciplinary actions and recommendations for termination when necessary
4. Plan menus at least one month in advance for all Kids Café sites.
5. Plan nutritious meals that meet CACFP/SFSP meal patterns that qualify for state reimbursement
6. Work with Kids Café staff to prepare meals daily for Kids Café sites
7. Work with Transportation to coordinate delivery and pick-up of hot boxes for each Kids Café site
8. Oversee purchases of food and materials for Kids Café
9. Maintain accurate documentation on Kids Café program expenses
10. Work with staff to maintain kitchen equipment and arrange necessary repairs
11. Coordinate with Programs Director for necessary additional equipment for kitchen
12. Ensure kitchen and all food preparation equipment is clean and sanitary at all times
13. Ensure temperature control logs are maintained for all Kids Café sites
14. Prepare meals for UFB special events as requested
15. Must attend management meetings, training meetings or meeting requested by Programs Director
16. Complete project evaluations as needed
17. Other duties as assigned

QUALIFICATIONS

- Degree in culinary science, nutrition or related field **OR** equivalent directly related work experience
- Current Serve Safe certification
- Minimum two years experience in preparation of meals for large groups
- Thorough understanding of food safety and food preparation
- Ability to plan, manage, delegate and follow through on projects
- Supervisory/management experience
- Ability to work independently and in groups
- Excellent communication and interpersonal skills, organizational skills and problem-solving skills
- Able to interact in professional manner and build good working relationship with staff
- High standards of professional ethics and conduct
- High energy level

PHYSICAL REQUIREMENTS:

Work requires physical exertion such as long periods of standing and walking; recurring bending, crouching, stooping, stretching, reaching; recurring lifting of moderately heavy items. Work may require specific common physical characteristics and abilities such as above-average agility and dexterity. Employee should be able to lift up to 75 lbs. Work involves moderate risks or discomforts requiring special safety precautions, e.g., working around moving parts, carts, machines and with kitchen equipment, stoves and chemicals. Employees may be required to use personal protective equipment such as masks, coats, special shoes, goggles, gloves, or shields.