



Job Title:	Production/Bakery Chef
Job Code:	
Unit/Department:	Nutrition Programs
Reports To:	Programs Director/Executive Chef
Date:	

Type of position:	Hours <u>40</u> / week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt

## Job Summary

The production chef employed by the Foodbank of the Virginia Peninsula is an assistant management position designed to support the goals and objectives of the Kids Cafe Program, the Child and Adult Care Food Program, Summer Food Service Program and the Culinary Training Program. The production chef is responsible for assisting the executive chef. The production chef will act as the lead chef when the executive chef is not available.

## Primary Duties and Responsibilities

- Responsible for consistency of production of meal service as well as ensure safety and sanitation practices are followed
- Responsible for all aspects of proper food handling, receiving, holding, preparation, cooking, cooling and storage, keeping within the standards of the local Health Department's regulations
- Responsible for maintaining all temperature and sanitation logs in commercial kitchen
- Ensure kitchen HAACP program is followed
- Maintain weekly non-food and food inventory records (typing skills required)
- Ensure daily sanitation of kitchen facility and proper maintenance of equipment
- Assist executive chef with the planning and coordinating of culinary graduation and other special events for culinary students
- Follow all directions from the executive chef's kitchen curriculum
- Responsible for the daily physical inspection of the culinary students
- Assist Nutrition Programs Director with community base outreach and cooking activities when available
- Ensure all culinary uniform are washed and ready for students on a daily basis
- Prepare reports for the CACFP and SFSP food deliveries
- OTHERS DUTIES AS ASSIGNED

## Essential Abilities and Competencies

- Ability to organize, prioritize multiple projects

- Ability to communicate clearly and professionally both verbally and written
- Strong leadership and baking skills required
- Experience with group facilitation, conflict resolution and a working knowledge of organizational development issues; must possess the ability to establish and maintain effective working relationships with staff and culinary students.
- Ability to represent the culinary program and the organization to diverse audiences and develop good working relationships with internal and external customers and partners
- Ability to respond quickly to change and emergency situations
- Demonstrated skills and strong working knowledge of Microsoft Office Suite of applications, including Excel, Access, and Word
- **Must be willing to exemplify all standards of the culinary training program**

## **Minimum Qualifications (Education/Training/Certifications)**

- High School Diploma or G.E. D.
- Completion of Culinary training school A.A. or above
- Demonstrated success in leadership
- ServSafe Food Manager Certification
- Minimum of 3+ years' experience in a leadership role at a high volume institutional food production facility
- Demonstrated success supervising staff
- Baking skills a plus
- Valid Virginia Driver's license and a good driving record required

## **Supervisory Responsibilities**

- **Culinary students**

## **Physical Demands**

- Physical agility to lift up to 50 pounds; to bend, to stoop, to walk and to reach overhead.
- Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids;
- Speak in audible tones so that others may understand clearly;
- Must be neat and clean in appearance. ( All Men are required to be clean shaven)

## **Work Environment**

- **Hazardous working environment; Commercial Kitchen**

This job description is designed to provide an employee with a basic understanding of the essential functions, duties, and responsibilities entailed in the performance of their job with the Virginia Peninsula Foodbank. It is not intended to be all-inclusive. This description does not constitute an employment contract, either expressed or implied. Employment with the Foodbank is at-will and may be terminated by either the employee or the Foodbank with or without advance notice for any reason or for no reason at all. Only the Chief Executive Officer is authorized to make changes to any Foodbank policy. Job functions and responsibilities are subject to change at the discretion of management. Efforts will be made to provide advanced notice of such changes whenever possible.