

Job Description

Chef/Program Director for Faith Family Kitchen

A Program of the Cape Cod Council of Churches, Inc.

POSITION TITLE: Chef/Program Director for Faith Family Kitchen

PURPOSE OF POSITION: Direct and Implement the mission of Faith Family Kitchen, to alleviate hunger by serving without judgement those in need of regular, free nutritious meals. Faith Family Kitchen, which is a program of the Cape Cod Council of Churches, operates in partnership with Faith Assembly of God Church, Hyannis, MA.

QUALIFICATIONS REQUIRED:

- Sensitivity to the mission of the Cape Cod Council of Churches and its Faith Family Kitchen program.
- Demonstrated ability to work with and oversee a diverse group of people, both volunteers and guests.
- Proven knowledge of issues related to low income, food insecurity, substance abuse and homelessness.
- Professional Chef Experience, including: procuring and maintaining food products; maintaining a commercial kitchen; cooking and serving nutritious meals for large numbers of people.
- Non-Profit Management experience preferred.
- Proven strong written, verbal and interpersonal communication skills.
- Proven ability to work independently and complete tasks in a timely manner.
- ServSafe and Allergen certified.
- Valid Massachusetts Driver's License.
- Satisfactory CORI Check.
- Ability to manage stairs and to carry up to 40 lbs short distances.

HOURS REQUIRED: 24 to 30 hours/week as necessary to assure coverage for regularly served dinners on Mondays, Wednesdays and Fridays.

KEY RESPONSIBILITIES:

Create and execute appealing menus that are:

- Nutritional (following guidelines outlined by the Advisory Committee)
- Cost Effective
- Labor Efficient
- Utilize donated and low-cost resources

Order and Account for Inventory

- Purchase using best prices, whether retail or wholesale.
- Access a broad network of community food sources for best pricing and donations: Greater Boston Food Bank, professional buying groups, restaurants, etc.
- Control inventory, storage, waste.

Maintain and Clean Kitchen following ServSafe Standards

- Monitor temperatures, freezer and fridge.
- Establish sanitizing practices for sink areas (user friendly for volunteers).
- Wrap and date food.
- Maintain physical plant cleanliness. Meet Board of Health standards.

Serve Dinners for two seatings (@5:00 – 5:45 pm and @5:45 – 6:30 pm) or for a “to go” model of service every MWF. Oversee distribution of free food products as available.

- arrange for a qualified replacement in the event of vacation/illness/emergency.

Manage Volunteers and Guests

- Create, nurture and maintain a positive environment for Volunteers and Guests.
- Establish, communicate and maintain clear expectations and observe rules according to the Council of Churches By Laws, Policies and Procedures and health department standards.
- Maintain flexibility to respond to changing needs of guests and fluctuating resources.

Communication

- Work in collaboration with Faith Assembly of God Church staff, Advisory Committee, Volunteers, Substitute Chefs, and community and church supporters.
- Attend Advisory Committee Meetings, Annual Assembly and Council of Churches' Staff Meetings.
- Organize and Maintain receipts/menus/reports on dinners served.
- Engage in approved fundraising activities, including grant writing and on site presentations to local churches and other funding groups or sources. Participate in Council of Churches' major fundraising activities.
- Report to the Executive Director of the Cape Cod Council of Churches.

Perform other related appropriate duties as directed by the Executive Director.