

Chef

- Reports to:** Facility Service Manager
Works with: Assistant Cooks, Church Volunteers, Detail Team Specialists
Supervises: Assistants, Church Volunteers
Scope: The Executive Chef performs the following duties: cooking, cleaning, organizing, and assisting the management of the kitchen.

Cooking (55%)

Cooking 50%

To prepare and cook for church-wide events such as Key Leaders Luncheon, Staff Lunch, Wednesday Night Dinner, and a Sunday Quarterly Brunch.

Supervising 35%

Supervise assistants and church volunteers while working for the kitchen so that safety and all other kitchen requirements are met. Give as much opportunity to volunteers to serve the church in the kitchen. Decrease reliance on paid staff and temporary employees.

Serving 15%

Make sure that all food is prepared and ready to be served for required events. Sanitation, safety, and well maintained serving conditions are necessary.

Maintenance (25%)

Cleaning 90%

Cleaning entails of everything inside the kitchen: equipment, storage, ceilings and floors, refrigeration units, as well as food preparation areas.

Equipment 10%

All equipment should be kept in working order.

Organizing (10%)

Organizing 50%

The organization of all kitchen supplies, equipment, and food is important to the appearance and sanitation of the kitchen. Make sure everything is put into its correct place.

Invoice and Delivery 25%

To give purchase orders to the Facility Service Manager for supplies, menus, kitchen inventories, and paper goods. To accept deliveries from vendors, noting missing items and spoiled foods.

Inventory of Supplies 25%

Keep a current inventory of all supplies and equipment in the kitchen.

Assistant Management (10%)

Assist Facility Service Manager as required.