

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Head Chef/Culinary Trainer
<b>POSITION:</b>	This is a full time salaried position
<b>LOCATION:</b>	Ben D. Johnson Educational Center, 400 MLK Drive, Natchitoches
<b>REPORTS TO:</b>	Executive Director
<b>SALARY RANGE:</b>	\$36K-\$38K DOE
<b>BENEFITS:</b>	Benefit Package including Paid Time Off (PTO), Staff Meals

### **BACKGROUND:**

The Ben D. Johnson Educational Center is redeveloping an existing commercial property complex located in West Natchitoches into a hub of small businesses and service providers. Our retail food service establishment – the Legacy Café will serve not only as an anchor in a neighborhood of need, but will also serve as a training vehicle for the Legacy Youth Development Program. The purpose of the Legacy Youth Development Program is to provide youth ages 16-24, who are out of work and out of school, with the opportunity to build a better future by increasing their ability to change their situation and engage in a supportive community where they will learn life, social and employability skills in a culinary setting.

### **SCOPE:**

The Head Chef is responsible for the overall management of the Legacy Café's kitchen operations, including all food preparation and production, management of daily kitchen operations to ensure exceptional quality and presentation of meals, managing all other food preparation employees, food and supply purchasing, planning and executing all menu items and specials for both the café and catering business centers.

The Head Chef will also act as the Culinary Trainer who will also instruct students in all phases of culinary training both in the kitchen and classroom settings.

### **REQUIRED SKILLS:**

- High School Diploma, some college preferred
- Formal Culinary Training
- 8 years Total Kitchen Experience – 2 years as Head Chef
- Proven Food Safety and Sanitation Knowledge
- ServSafe Certification
- Working knowledge of commercial grade kitchen equipment use, safety and maintenance.
- Knowledge of food storage procedures and inventory controls.
- Demonstrated cooking skills including large catering jobs and/or value-added products.
- Computer proficiency.
- Have ability to perform independently and be organized and able to manage multiple tasks.
- Demonstrated ability to effectively communicate with staff, students, customers and vendors.
- Problem solving and decision making skills.

- Teaching/Mentoring skills.
- Valid Driver's License or other form of ID.

## **JOB RESPONSIBILITIES:**

### MANAGEMENT

- Overall management of the kitchen operations.
- Responsible for the daily preparation and production of all food products from the café facility and related catering operations.
- Responsible for the execution of both Café and Catering Menu(s) for a quality customer experience and maximum training opportunity for students.
- Ensure that food production quality standards are being met.
- Ensure that safety and sanitation standards are being met.
- Ensure that food production is conducted in a timely manner in order to meet restaurant service and catering timetables.
- Responsible for food purchasing: manage food purchasing and storage practices in an efficient manner to maintain food costs.
- Practice and direct staff to follow food production principals in the areas of portion control, waste control and food safety.
- Practice and assist with standard restaurant management such as menu costing, production scheduling and inventory control.
- Maintain Food Inventory.
- Perform other duties as assigned, and Special Projects as assigned by Executive Director.

### TRAINING:

- Under the direction of the Executive Director and Youth Development Director, implement food service curriculum and skills training for students.
- Provide a safe, supportive and professional workplace that encourages students to develop professional skills and relationships.
- Assist Kitchen Staff to be able to provide hands-on skill training for the students.
- Adhere to Student Daily Training Schedule.
- Complete all forms and documentation required for student progress in a timely manner.
- Ensure that Kitchen Staff continues to provide regular feedback on student progress.
- Provide regular feedback to Youth Development Director on student progress and attend weekly meetings to discuss student progress.

### FACILITY MANAGEMENT:

- Responsible for maintaining the Legacy Café facility including the kitchen, dining areas, office and classroom space, and outdoor areas.
- Maintain the Café kitchen as a clean, safe and organized work environment.
- Maintain all kitchen and culinary equipment in safe, working order.

### ADMINISTRATIVE:

- Other administrative tasks such as attending meetings.
- Special Projects as assigned by Executive Director.

### ORGANIZATION/TEAM COHESION

- Actively work with other staff and departments on achievement of their goals, as well as those of the Ben D. Johnson Educational Center.
- Actively participate at all employee meetings.
- Practice effective communication with all superiors, staff and students.
- Work collaboratively with team members in order to accomplish team goals.

### PHYSICAL DEMANDS

- Moderate physical activity is required
- Ability to lift and/or move up to 50 pounds
- Ability to perform general physical activities that require considerable use of arms, legs, and moving your whole body, such as: lifting, carrying, squatting, kneeling, standing, grasping, gripping, balancing, walking, stooping, bending, leaning, reaching, talking and hearing, tasting and smelling.
- Exposure to extreme temperatures, fumes, smoke, loud noise and odors.

The Ben D. Johnson Educational Center, Inc. is committed to providing equal employment opportunity to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military, veteran status or any other protected status or classification under federal, state or local law.