

**EMPLOYMENT OPPORTUNITIES at
Billings Forge Community Works (BFCW)**

JOB TITLE: **Cafe Production Cook**

DEPARTMENT: The Kitchen

REPORTS TO: Executive Chef

OVERVIEW:

The Kitchen is a social enterprise of Billings Forge Community Works. We run cafes and a catering business with culinary and customer service job training embedded within the business model.

This position is primarily responsible for the daily production of our food served and presented at our retail establishments and our delivery catering business. This includes production, rotation, presentation, and the tracking of waste.

Responsibilities:

- The Production Cook assembles and packages food for breakfast and lunch catering deliveries as well as some café grab and go and entrée items
- Manages time and production schedule independently and with little supervision, working with other staff to produce product
- Responds to the demands of high volume production, and keeps up the pace of the kitchen in slower periods.
- Works alongside management staff to minimize food costs, waste, and labor hours.
- Complies and enforces all safe food handling and equipment safety guidelines and sanitation standards
- Communicates orders of food and materials as needed, places orders directly when required
- Helps create a shift prep list including the needs of the cafés, catering, and public or private classes
- Contributes creative menu suggestions and ideas to incorporate seasonal products and reduce waste
- Communicates and troubleshoots where possible kitchen repair, food safety and maintenance issues

Qualifications:

- Shows a commitment to The Kitchen as a job training environment
- Dedication to building business and establishing and modeling excellence in all areas
- Commitment to café menu development, including supporting and adding to regular introduction of new menu items and specials

- Demonstrates patience and respect
- Promotes the culture, values, and mission of the organization
- Manages multiple production situations simultaneously- production and deliveries- all in a fast-paced environment
- Communicates problems and is solution-oriented
- Minimum of 4 years professional production cooking experience in busy environment

This is an hourly position of approximately 30 – 35 hours weekly. Shift includes early morning (5AM - 6AM) to mid-morning hours, Monday through Friday. Very occasional weekend catering work required. First part of shift is worked independently. Responsible individual required.

Please send resume to cary@billingsforgeworks.org

Billings Forge Community Works is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.