

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

JOB TITLE: **The Kitchen Chef**

DEPARTMENT: The Kitchen

REPORTS TO: Executive Chef

OVERVIEW:

This position is primarily responsible for the food served and presented at our retail establishments and in our catering jobs, including the assistance in menu creation, production, rotation, presentation, and the tracking of costs and sales. This management position includes the mentoring and training of other kitchen staff; manufacture of food items for retail, catering, wholesale, and outlets; as well as food cost controls, product development, and menu contributions. The position also includes major responsibility for inventory, ordering, facility management and HR paperwork and payroll. The chef will collaborate to create new menu items and execute new products in a consistent fashion. This position reports directly to the Executive Director and is part of a management team. It requires schedule flexibility but hours are primarily daytime, Monday through Friday with some weekend catering hours.

The Kitchen also functions as a training environment for adults facing barriers to employment. The chef will work to provide an organized working environment in which the training program can function. The position will work closely with BFCW staff assigned to the training program to execute on our double bottom line of financial stability and the successful onboarding of our trainees into permanent employment.

Responsibilities:

- Assumes complete responsibility for the quality of foods produced for cafes and catering events, including their timely delivery, accuracy, service, and presentation.
- Creates consistently creative menus which attract new customers and sustains business revenue
- Manages time and production schedule independently
- Responds to the demands of high volume production
- Manages staff to minimize food costs, waste, and labor hours.
- Educate staff about menu items, including daily specials
- Works with catering sales department to hit sales targets, maximize sales and quality
- Day-to-day supervision of food safety standards
- Communicates orders of food and materials as needed, places orders directly
- Controls hours of shift employees and enforces the proper use of time cards.
- Communicates with main office regarding payroll and HR paperwork

- Oversees physical plant and equipment, including maintenance schedules and needed repairs
- Oversee off site catering and public events requiring chef's presence

Qualifications:

- Shows a commitment to The Kitchen as a job training environment
- Dedication to building café and catering business and establishing and modeling excellence
- Commitment to menu development, including the regular introduction of new menu items and specials
- Demonstrates patience, respect, and strong leadership skills
- Represents the business professionally at large catering and public events
- Manages multiple situations simultaneously- training program presence, production, deliveries- all in a fast-paced environment
- Adapts to a fluctuating schedule
- Pays attention to food costs and makes every effort to lower them, while maintaining a high standard of food quality and an emphasis on local and seasonal ingredients
- Delegates appropriate responsibilities to kitchen team members to ensure a smooth flow of operations

Requirements

- Minimum 5 Years proven working experience as Executive chef or Chef de Cuisine
- Excellent record of kitchen management
- Ability to spot and resolve problems efficiently
- Capable of delegating multiple tasks
- Communication and leadership skills
- Keep up with cooking trends and best practices
- Proven reputation of excellence amongst peers and in field
- Working knowledge of various computer software programs (MS Office, Chef Tec, POS)
- BS degree in Culinary science or related work experience

Salary based on experience. Full health and vacation package offered.

Please send cover letter and 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.