



EMPLOYMENT OPPORTUNITY

NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

HEAD CHEF 1236-0110-OC

SALARY GRADE / RANGE:

Grade: 54.5 Range: \$51,892 - \$57,279 per year

EMPLOYMENT

One full-time position is available with the Neighborhood House Association Central Kitchen at 1929 Hancock Street, San Diego, CA 92110.

APPLICATION SUBMITTAL INSTRUCTIONS:

Applications must be fully completed (per application instructions), signed, dated when submitted. H6 DMV printout and resume must be attached to application for further consideration. Applications accepted until position is filled.

Applications and job announcements may be obtained at the above address; 841 South 41st Street, San Diego, CA 92113; or you may refer to www.neighborhoodhouse.org.

NOTE: 1 - Only properly completed and submitted applications will be considered. Notifications will not be sent for applications that do not meet submission requirements. 2 - Applications of candidates who do not meet the stated position requirements will not be considered. Only those considered for interview will be contacted.

JOB DUTIES and RESPONSIBILITIES:

Reports to the Director of Nutrition Services. Supervises cooking staff in the preparation of approximately 5,500 meals daily to 35 Head Start sites throughout San Diego County. Designs and implements cutting-edge menu using fresh and whole foods. Develops recipes designed for standardized, batch-cookery, and made-from-scratch preparation. Works with Director to ensure that menu meets CACFP meal pattern guidelines mandated by the USDA. Ensures compliance with all local, state, and federal food service rules and regulations to maintain a safe and sanitary environment. Works with Food Service Manager to resolve food preparation issues that may impact operations including special diets and menu changes. Supervises the culinary team staff members, building and maintaining a cohesive team. Takes actions to: ensure high food quality, meet service standards, and make food preparation as streamlined and cost effective as possible. Places orders and maintains good business relationships with vendor representatives. Receives all food and supplies to ensure accuracy, quality, and food temperatures are appropriate. Submits orders to vendors, ensuring best pricing is used at all times. Creates menus for non-related catering events. Assists in creating and launching new future business operations such as consulting, catering, and meal service. Utilizes inventory records to prevent over- or under-buying. Establishes rules and routines to prevent food spoilage, waste and loss. Maintains and files appropriate food production documents. Reviews various auditable documents takes corrective action to ensure compliance. Coordinates, establishes, and provides culinary and Head Start staff food service-related training.

QUALIFICATIONS:

Education, Experience & Training: Minimum 3 – 5 years food service management experience; demonstrated ability to produce creative menus and recipes; Associate degree in Culinary Arts from accredited college; and Proficient in Microsoft Word and Excel

QUALIFICATIONS (continued):

Knowledge of: Principles and practices of management and supervision. Human resources policies and procedures. Applicable federal, state and local laws and regulations regarding food sanitation and safety. Team building techniques. HACCP procedures for all aspects of food service.

Ability to: Plan, and direct, food production. Use time efficiently and effectively. Work with a strong sense of urgency and adapt to changes in high pressure situations while remaining calm and directing the workflow. Exercise sound, expert independent judgment within general policy guidelines. Organize and develop policies, procedures, and filing systems to simplify workflow. Operate kitchen tools and equipment. Proficiently operate a computer using Microsoft Word and Excel to produce semi-complicated spreadsheets. Communicate clearly and concisely by e-mail, orally or in writing. Exercise tact, objectivity, sensitivity, strategy and judgment in dealing with staff. Communicate effectively with people of various educational, socio-economic, and cultural backgrounds. Establish and maintain effective working relationships with staff and other NHA employees. Read, interpret and apply complex material.

Licenses & Certification: A valid California driver's license is required. **DMV H6 report with return of application and resume.** ServSafe certification required within six months of hire. Valid San Diego County Food Handler's Certification.

PHYSICAL & MENTAL DEMANDS:

Employee is required to operate standard office equipment; is required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; perform work on multiple, concurrent tasks with constant interruptions; and interact with NHA management, staff, clients, clients' caregivers, state representatives and others encountered in the course of work.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an expressed or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.