

## JOB DESCRIPTION



**JOB TITLE: Culinary Experience Chef**

**SUPERVISOR: Operations Manager**

**CLASSIFICATION: Non-Exempt, Full-Time (40 Hours Per Week)**

**POSITION SUMMARY:** The Culinary Experience Chef manages our daily meal and “Guest Chef” programs at our 36-bedroom Ronald McDonald House, serving between 50-90 guests per meal. The Culinary Experience Chef oversees all aspects of the kitchens and meal prep, and ensures meal offerings are nutritious, well balanced, and varied. The Culinary Experience Chef ensures that the kitchens and pantries are well stocked, all equipment is clean and well maintained, and that volunteer groups enjoy a personalized, chef-led, team-building experience.

This is a relationship-focused role, and the chosen candidate will work directly with volunteers, donors, and families, requiring the ability to interact in a thoughtful, energized, and forward-thinking manner. This role does not have direct reports but provides daily supervision and guidance to volunteer groups. The Culinary Experience Chef ensures compliance with all local, state, and federal laws, regulations, safety and sanitation procedures.

### **JOB RESPONSIBILITIES:**

- Develop and execute a safe and healthy food service program with 75% scratch cooking that will deliver quality, variety, service, cleanliness and value for RMHC-CP families.
- Provide a hands-on, team building experience for volunteer groups participating in our Guest Chef Program; Ensure a safe and meaningful volunteer experience by providing instruction, direction, and oversight for all activities related to meal prep, service to families, and clean up.
- Ensure the kitchen, prep areas, reach-ins, and equipment are kept clean and organized.
- Maintain an organized inventory and supply system to keep pantries stocked and minimize waste, using first-in/first-out (FIFO) practices.
- Build and maintain relationships with food vendors to secure discounted pricing, donated goods, and other in-kind support.
- Track food waste and develop strategies for sustainable use and repurposing of ingredients.
- Develop menus and food offerings that reflect cultural diversity, dietary restrictions, and special needs utilizing donated foods and purchased products.
- Forecast program needs and make recommendations for kitchen equipment and other capital expenditures needed to support the meal program.
- Create specialized menus for a variety of holidays and special events to ensure guest families have a memorable experience.
- Direct volunteer tasks to ensure efficient labor use, following established daily and weekly cleaning schedules.
- Promptly investigate and resolve complaints regarding food quality or safety concerns.
- Assist in providing information for partnering agency and grant funder reports.
- Collaborate with the Facilities Manager, Operations Manager, and Operations Director to coordinate timely repairs and preventative maintenance for all kitchen-related equipment.
- Partner with the Marketing Team to develop engaging content that showcases and promotes the meal program through videos, social media, etc.
- Design and implement a plan for chef visibility, including programs, cooking demonstrations, recipe sharing, and nutrition education.
- Assist in turning volunteers into donors; collaborate with other team members/departments on donor cultivation opportunities related to highlighting the Guest Chef and Meal programs.
- Stay current with industry standards by pursuing opportunities for professional development.
- Perform other duties related to organization business as assigned.

### **QUALIFICATIONS:**

- Passion for RMHC-CP Mission.
- Demonstrates respect for colleagues, guest families, volunteers, and donors.

- Demonstrates and supports a diverse culture.
- Minimum of 5 years culinary experience; diploma or degree in Culinary Arts preferred.
- ServSafe Certification preferred – If you don't have it, we'll help you get there.
- Excellent interpersonal and communication skills.
- Computer proficiency.
- Professional, dependable, and able to work independently.
- Must maintain a consistent work schedule and coordinate in advance for kitchen coverage and food service when absent.
- Clean PA State Police, PA ChildLine, and FBI Fingerprinting clearances required.
- Valid driver's license, reliable transportation.

**WORK ENVIRONMENT:** We seek qualified, enthusiastic candidates with a variety of backgrounds and professional experiences to broaden our team. At all levels, everyone gets involved and pitches in to get the work done. Teamwork is what we are made of! We operate in a professional environment with a servant leadership attitude.

In conjunction with certain work functions, the employee must be able to:

- Ability to sit, stand, reach, bend, kneel, climb, push and pull items weighing up to 50lbs, and work on feet for extended periods of time (6+ hours).

**SALARY RANGE: \$22-\$24/hour**

**Apply online: <https://www.rmhc-centralpa.org/who-we-are/careers/>**