

**JOB DESCRIPTION - ASSOCIATE CHEF**

**INTRODUCTION**

Each person who works at Rowe helps to create the “Rowe experience” for our guests. We work as a team to create the magic that is Rowe and each staff person holds a specific piece of that energy. The quality of the food as well as the presentation and the love and care that go into its preparation all combine to add to the richness of the Rowe experience. The atmosphere and meals provide an energy field that supports the work that is done in our programs. The vision is to provide meals that nourish the body as well as the spirit.

**SUMMARY**

The Associate Chef reports to the Director of Operations and works under the direction of the Head Chef.

Meals are expected to be high quality—attractive and delicious tasting as well as nourishing. We wish to introduce participants to vegetarian cuisine in as gentle and enjoyable a manner as possible. When practical, our food is made from fresh vegetables and fruits, whole grains, and fresh local dairy products. Organic and locally and regionally produced food is preferred unless the price difference is significant. For sweeteners we use local honey and pure maple syrup, as well as refined sugar. Desserts are requested for dinners and lunches. They should range in character from rich to simple. Fresh fruit, other snacks, coffee, and tea should always be available.

**Responsibilities**

**A. Food Preparation**

1. Cook up to 10 meals a week as scheduled either under the direction of the Head Chef or as the Lead Chef when assigned
2. Coordinate and oversee the preparation of food by assistants when leading a cooking shift.
3. Ensure that meals are out on time.
4. Prepare foods that are appetizing and appealing for those with special diets.

**B. Kitchen Staff**

1. Participate in the interviewing and hiring of the kitchen crew
2. Participate in the initial cook’s training
3. Supervise and train staff as needed
4. Delegate tasks to the kitchen staff as appropriate

**C. Food Storage:**

1. Keep track of all inventory
2. Maintain safe storage conditions for all foods
3. Rotate stock to ensure fresh quality of food and no waste
4. Put away food deliveries

**D. Kitchen Housekeeping**

1. Has primary responsibility for the cleanliness of the kitchen.
2. Maintain kitchen in a clean manner that meets Health Code regulations
3. Responsible for scheduling, training, and the overseeing of KP’s
4. Supervise and train work-study intern(s), as well as any volunteers or barter participants assigned to kitchen cleaning and ensure the work is done when there is no intern available.

5. Responsible for weekly deep cleaning of the kitchen and dining room according to the cleaning guidelines, supervising as well as assisting whoever is available to help with that task.
6. Responsible for laundry including kitchen towels, aprons, tablecloths, and napkins.
7. Responsible for the dining room set up.
8. Responsible for composting and recycle tasks.

E. State Regulations

1. Ensure that all procedures meet with state requirements for food service operation
2. Prepare and ready kitchen for inspections
3. Ensure that safe working conditions are maintained
4. Successfully complete the ServeSafe and Allergy training.

## **ALL STAFF REQUIREMENTS**

- A. Attend and participate in weekly staff and community meetings.
- B. Cook community meal every other week

## **QUALIFICATIONS AND EXPERIENCE**

Skills required: good cooking skills, philosophy and values congruent with Rowe, supervisory ability, well organized, resourceful, able to communicate graciously with guests, good sense of aesthetics, ability to multi-focus, detail oriented while seeing the whole picture.

Work Experience: minimum of three years of vegetarian cooking experience for groups, some management experience.

Vacation Restrictions: No more than one week of vacation time can be taken during the Summer and no more than one week may be taken in single days, except with the explicit approval of the Director of Operations. Requests for vacation and other time off must be put in writing to the Director of Operations with at least one week's notice. Vacation and other time off must be approved by the Director of Operations and coordinated with the Head Chef so that neither may be off at the same time.