

Youthprise Job Posting: Executive Chef

About Youthprise

Youthprise is a philanthropic organization that works to increase equity with and for Minnesota's Indigenous, low-income, and racially diverse youth. Youthprise does this by directly supporting youth and youth-serving organizations through mobilizing and investing resources, advancing knowledge, and advocating for change. Youthprise's three priority areas are: Learning and Leadership, Economic Opportunity, and Health and Safety.

The Youthprise Nutrition Program has been a sponsor of the Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals and Summer Food Service Program (SFSP) since 2015 and continues to grow partner sites and collaborators in providing culturally specific, appetizing, and age-appropriate meals to youth in Minnesota, serving over 40 locations and averaging 280,000 meals per year.

Job Summary

The Executive Chef is responsible for coordinating the kitchen staff and managing the preparation of meals provided through CACFP and SFSP to youth between the ages of 6 and 18. The Executive Chef plans menus, creates specials and special menus when applicable, and determines portion sizes to meet program requirements. Before and during meals, the Executive Chef oversees the prep work and ensures that all meals leaving the kitchen are consistent in presentation and quality. The Executive Chef works closely with the Nutrition Program Director to create meals reflective of the communities served and ensures all federal guidance is followed while creating a menu that is delicious, has variety, and is seasonally appropriate, while meeting site special requirements or diets.

Executive Chef Skills and Qualifications

- Expert knowledge of cuisine and culinary techniques.
- Advanced culinary skills, including food preparation, flavor pairing, and other best practices.
- Ability to develop culturally diverse recipes and menus.
- In-depth knowledge of federal, state, and local food handling regulations.
- Excellent communication and interpersonal skills.
- Time management and organization skills.
- Exceptional leadership skills.
- 2-5 years of relevant experience and/or culinary education and certifications.

Executive Chef's Roles and Responsibilities

- Maintain active involvement in cost control and maintenance of food expenditures.
- Train and manage kitchen personnel and supervise/coordinate all related culinary activities.
- Monitor and review qualifications/training of kitchen staff to ensure proper training is taking place.
- Ensure all operations adhere to CACFP/SFSP federal and state regulations, as well as training and meal pattern requirements, per the Nutrition Program Director.
- Collaborate with the Nutrition Program Director on federal and non-federal meal operations.
- Ensure the implementation of a correct food production schedule for each department and for each crew to maximize effectiveness and efficiency of employees' working schedule.
- Estimate food consumption and requisition or purchase food.

- Ensure that each department/section places an order for next day's consumption based on their par stock levels.
- Ensure proper receipt, storage, and rotation of products to comply with the standards.
- Minimize waste and maximize thorough usage of food through careful ordering, proper and well-organized storage, use of proven recipes, and creative use of leftover food. (Review "waste/spoilage log")
- Manage the kitchen and ensure compliance with all standards of best practices.
- Ensure that safety standards and sanitary requirements are met each day.
- Review Sensitive Inventory Item sheet daily and take proper action for variance.
- Ensure proper equipment operation/maintenance.
- Ensure that staffing levels are correct and not exceeded without permission.
- Review vendor invoices for accuracy, and report discrepancies to Finance Director and Nutrition Program Director.
- Ensure that procurements remain within budget.
- Schedule and attend meetings as needed with Production Cooks and Leadership to ensure smooth operation of all food production.
- Establish portion sizes, test new recipes, and file recipes for all new menu items in the recipe books.
- Review monthly financial statement with Nutrition Program Director and stay abreast of current financial status of the operations for all factors.
- Review "Cost of Goods Sold Percentage" for the month and develop a plan to manage the food cost if COGS percentage exceeds the budget.
- Review menu pricing yearly, at minimum, with Nutrition Program Director.
- Monitor and review training and kitchen procedures annually to ensure proper training of staff is taking place.

Other responsibilities:

- Integrate Racial Equity and Youth Voice in work.
- Attend regular staff meetings.
- Participate in Racial Equity Learning Group.
- Collaborate and coordinate efforts with Nutrition Program Director.

Schedule: Full-time, 40 hours/week, regular employee.

Compensation: This is a non-exempt role with hourly wages of \$24-26, depending on qualifications and experience. Benefits include paid time off, medical, dental, 403(b), and more.

Must be Minnesota resident.

Interested applications should send a resume with contact information to:

Christa DeBoer, Nutrition Program Director, at Christa@youthprise.org

Closing Date: April 30, 2023 or until filled

Youthprise is an Affirmative Action and Equal Opportunity Employer.