



**CENTRO LATINO
de SAN FRANCISCO**

EST. 1985

Community inspired nutrition and supportive services

1656 15th Street, San Francisco, CA 94103

415-861-8758

Head Chef

Qualifications:

- Must have 3-5 years of demonstrated experience in the preparation of Latin/American cuisine.
- Must have the commitment to consistently produce meals that meet the RDA requirements, and that are appealing and savory.
- Must have demonstrated experience in the operation and supervision of a central kitchen with a staff of 8-10 mostly Latino employees.
- Has experience in the training and supervision of employees in the production and service of Latin /American cuisine.
- Is proficient in English and Spanish and has the skills necessary to perform duties such as staff training, food purchasing, and the completion of food and supplies inventories.
- Is knowledgeable of the Mission District and other underserved areas in San Francisco and is sensitive to the needs of CLSF's target population: elderly, disabled and Veterans.
- At minimum possess Serve Safe Food Handler's Certificate or preferably a Serve Safe Manager Certificate.
- Must be Physically Fit and able to carry weight in the amount of 30-50 pounds as necessary.

Responsible To: Executive Director

Duties and Responsibilities:

Chef Duties:

- At a scheduled time prior to the meal production day, conducts an inventory of food product availability to prepare the quantity of meals required for HDM, Congregate and Catering Meal Sites, and for the preparation of the breakfast program meals.
- Meets with kitchen staff (food preparers and other cooks) and provides food preparation and cooking assignments in writing and in person so that each worker knows specifically what their tasks will consist of and can perform them on a well-organized and timely basis.
- The Head Chef reports to work as scheduled, makes sure that each worker is carrying out their assignments and initiates the process of cooking entrees, side dishes and vegetables using the batch cooking method.
- The first batch of prepared food must be sufficient for staff to package and provide HDM drivers for delivery to the homes of CLSF's eligible consumers.
- The second batch of prepared food must be sufficient for staff to package for delivery by designated drivers to CLSF's Congregate meal sites throughout the City.



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- The 3rd batch of prepared food must be sufficient for the Congregate meal service at the Los Mayors'/Central Kitchen Site, for the catered meals service sites and for the Veterans' Academy early bird dinner.
- Throughout the batch cooking process, The Head Chef will make sure that the food that is cooked and provided to all consumers is consistent with the RD approved menu, recipes, nutritional guidelines, and is appealing and savory.
- The Head Chef makes sure that all meals cooked and served to consumers meet the established temperature requirements.
- Follows food production and sanitation guidelines and makes sure that other employees are following those requirements as well.
- Receives food orders from vendors delivered on regularly scheduled days, signs the purchase order, and secures a copy for submission to the Nutrition Programs Sites Manager for accounting purposes.
- Informs Nutrition Program Sites Manager of items that were not available for delivery so that they are purchased expeditiously and do not cause any days with the food production process.
- Conducts ongoing food and supplies inventories cooperatively with kitchen staff to assist Nutrition Program Sites Manager with food purchasing activities as needed.
- Oversees the organization and cleaning of work areas by kitchen staff during and after the end of each shift.
- Is responsible for reporting to the Nutrition Program Sites Manager equipment and small kitchen supplies needed to fulfill nutrition program operations.
- Make sure that the pantry is clean and well organized.
- Reports any kitchen maintenance/repairs needed to Associate Director in an expeditious manner and works hand in hand with the Director in the completion of the repairs.
- Participates in quarterly site monitoring inspections with the agency RD and makes any corrections in the operation of the meal service as needed to comply with DAS contractual requirements.
- Participates in all mandatory training as required.

Other:

- Each employee is required to sign in and out at the end of the workday utilizing the ADP electronic time clock. Must wear and maintain the uniform issued by the agency in clean and good condition.

Days and Hours: Monday-Friday 8:00a.am-4:30p.m. 40 hours per week.

Rate of pay: \$27-\$29 per hour depending on experience.

Fringe benefits for employees are provided in accordance with the personnel policy and procedures manual.

It is the policy of Centro Latino to provide all persons with employment and educational opportunities regardless of race, color, religion, sex, national origin, marital status, sexual orientation, or physical characteristics.

Revised November 3, 2023