Project Angel Heart seeks Executive Chef

Organizational Mission: Project Angel Heart improves health and well-being for people with life-threatening illness by preparing and delivering medically tailored meals and promoting the power of food as medicine throughout Colorado.

Position Summary: Responsible for oversight of all food service operations including menu planning, ordering, meal preparation, kitchen staff and kitchen volunteer training/supervision, hiring, food safety, cleaning, and departmental budget. Also serves as a representative of Project Angel Heart through media appearances, cooking demonstrations, participation in events, and community networking.

Amount of Time and Status: Full-time; exempt; Monday – Friday; days begin at 7:00am, must be available to work occasional evenings and weekends two-three times per month on average

Reports to: Vice President of Program Operations

Supervises: Sous Chef, Production Chef, and morning Kitchen Assistant; indirectly supervises Assistant Production Chef, Prep Cook & Utilities Assistant, and Prep Cook

Essential Responsibilities Include:

- Oversees daily preparation and cooking of meals, including oversight of kitchen staff and volunteers
- Oversees inventory and product ordering with an eye toward minimizing loss, shortage, and cost
- Drafts and maintains kitchen budget in partnership with Senior Vice President
- Plans menus in partnership with the agency’s Nutrition Services Manager
- In partnership with the agency’s Nutrition Services Manager, implements ingredient substitutions and modifications, where necessary, to align with nutritional standards while maintaining quality
- Directs and enforces safety and sanitation procedures in partnership with Operations & Sustainability Manager; handles health inspections
- Oversees training of staff and volunteers in food safety and production procedures
- Oversees cleanliness, maintenance, and repair of kitchen equipment and storage
- Serves as a team player, filling in for all roles within the kitchen as necessary when other staff are ill, on vacation, or otherwise out
- Actively participates in the agency’s senior leadership team
- Plans, implements, and evaluates strategic plan components pertaining to the kitchen
- Maintains organized and detailed records
- Cultivates and maintains relationships with vendors, media, food-advocates, culinary industry, community partners, donors, and board members, as appropriate. Participates in networking and high-profile events accordingly
- In partnership with the Development Department, plans and prepares food for in-house and external events including cooking demonstrations, fundraisers, and donor, committee, board, and other meetings
- Works with Director of Marketing & Communications to represent Project Angel Heart in media, print, and public speaking opportunities
- Other duties as assigned
Preferred Qualifications:
- Degree from culinary institution, other formal culinary training highly preferred or significant equivalent work experience
- Minimum of five years’ experience in food preparation, kitchen management, and chef supervision / development
- Experience with large-scale and/or high-volume kitchen management and/or food production preferred
- Exceptional organization skills, attention to detail, and accuracy with numbers and documentation
- Experience with, and comfort in, serving as a public representative including speaking engagements to large and small groups, relationship building, and media appearances
- Willingness and ability to work with diverse populations, including regular groups of volunteers
- Valid Colorado driver’s license and own transportation preferred

Working Environment/Physical Activities:
Work environment is a busy industrial kitchen and office. Regular walking and standing in hot and cold environments in the kitchen facility is required, along with frequent interaction with staff and volunteers. Physical activities include: standing several hours a day, the use of water, detergents, sanitizers and other chemicals as an essential part of daily cleaning and safety requirements, moving kitchen equipment, boxes and trays up to 50 pounds, handling knives and other sharp utensils, using a stove, oven, steamer, food warmer, steam table, walk-in refrigerator and freezer, sinks, and other electrical and mechanical kitchen equipment. Other activities include sitting at a desk, working on a keyboard and computer; and making phone calls. Position may require driving a vehicle on occasion, moving agency materials up to 50 pounds, and moving materials of up to 50 pounds in and out of a vehicle, and standing for various periods of time.

Compensation:
Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental, and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks program, and matching retirement fund after one year of employment. Pay will be commensurate with experience

Application Procedure:
Please submit resume and cover letter via email only to jobs@projectangelheart.org. No phone calls or drop-ins, please. Cover letter must explain why you are interested in this particular position, and why specifically at Project Angel Heart. Project Angel Heart values diversity and inclusivity and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: ASAP