



Project Angel Heart Seeks Production Chef

Organizational Mission: Project Angel Heart improves health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals and promoting the power of food as medicine throughout Metro-Denver and El Paso County

Position Summary: Responsible for large-volume, daily preparation of home-delivered meals in an industrial kitchen supported by volunteers; assists the Executive Chef, Sous Chef and Modified Meals Specialist in the preparation and cooking of all meals (including modified-diet meals) and culinary support of events

Amount of Time and Status: Full-time, exempt; hours are approx. 7:00am to 4:00pm Monday–Thursday and 7:00am-12:00pm Friday. Extended hours, weekends, holidays and events may be required on occasion

Reports to: Executive Chef

Essential Responsibilities Include:

- Coordinate food preparation of all meals for regular and modified-diet clients in coordination with the Modified Meals Specialist and chefs
- Maintain consistent accuracy of yield in accordance with client numbers and meal requirements, including modified meals
- Track, measure and document food preparation procedures, ingredients and cooking methods for use in recipe records and nutritional analysis
- Maintain and organize storage areas in freezer, refrigerator and dry storage
- Assist Executive Chef in managing inventory, pulling product, and product rotation to minimize loss or shortage
- Assist in cleaning and maintaining kitchen
- Supervise and delegate to volunteers assisting in this position's area of responsibility
- Food preparation, cooking and presentation of food in support of fundraising and other events which may require extended hours at work
- Enforce sanitation procedures and safety procedures for food and kitchen help
- Assist Modified Meals Specialist in the organization and storage of modified meals
- Cover for other kitchen staff when ill, on vacation or otherwise away from the kitchen
- Other duties as assigned

Preferred Qualifications:

- Degree in Culinary Arts or bachelor's level degree and/or minimum of two years' experience in food preparation, meal programs, kitchen management or other similar work experience
- Experience with large scale, heavy-volume commercial kitchen equipment (i.e. tilt skillets and steam kettles)
- Experience in meal preparation for people with modified diets
- Knowledge of and concern for nutritional needs of people living with life-threatening illnesses
- Basic comfort with computer usage, spreadsheets and other Microsoft Office programs
- Excellent kitchen math and organizational skills
- Articulate and excellent communication, computer and writing skills
- Familiarity with stock rotation and food-borne illness prevention and detection
- Effective work under deadlines
- Reliable transportation and valid Colorado driver's license required; good driving record and experience driving large cargo van or similar vehicle preferred
- Supervisory and/or training experience and ability to maintain confidentiality
- Ability to patiently supervise and instruct a diverse volunteer base required
- Ability to initiate and complete projects and proven history of a team player mentality
- Ability to lift a minimum of 50 pounds and to withstand low refrigerator and freezer temperatures for extended periods

Working Environment/Physical Activities:

Work environment is a kitchen setting. The physical activities required in this position include standing several hours a day, moving heavy kitchen equipment, boxes and trays up to 50 pounds, using and spending extended periods in or with a stove, oven, steam kettle, tilt skillet, steamer, food warmer, walk-in refrigerator and freezer, sinks, and other electrical and mechanical kitchen equipment. This job also requires use of a computer

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 programs, 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, Attn: Executive Chef, as soon as possible. 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. Qualified candidates who bring such diversity are encouraged to apply. Please, no phone calls. Target start date: Immediately