



Project Angel Heart seeks Full-Time Prep Cook

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 Colorado

Position Summary: Position assists in large-volume, daily ingredient preparation of home-delivered meals in an industrial kitchen supported by volunteers; assists the Executive Chef, Executive Sous Chef, Production Chef, and Modified Meals Department in ingredient preparation and chopping, occasional cooking of meals, and culinary support of events

Amount of Time and Status: Full-time, 40 hours per week, non-exempt. Hours may vary, but must be available Monday–Friday. Extended hours, weekends, and events may be required in addition to regular hours

Reports to: Executive Chef and Executive Sous Chef

Essential Responsibilities Include:

- Assists with meal and ingredient preparation for regular and modified-diet clients in coordination with the Modified Meals team and chefs
- Regular prep work includes washing, chopping, separating, and cooking ingredients for meals, regular knife work, as well as occasional dishing of prepared soups
- Tracks, measures and documents food preparation procedures, ingredients, and cooking methods for use in recipe records and nutritional analysis
- Maintains consistent accuracy of yield in accordance with client numbers and meal requirements, including modified meals
- Assists the Executive Sous Chef in organizing and coordinating projects and chopping for the afternoon and evening volunteer shifts
- Prepares, cooks, and presents food in support of fundraising and other events which may require extended hours at work
- Enforces sanitation and safety procedures for food and kitchen help
- Maintains and organizes storage areas in freezer, refrigerator, and dry storage
- Assists in cleaning and maintaining kitchen
- Fills in 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, or other similar work experience
- Experience with large scale, heavy-volume commercial kitchen equipment (i.e. tilt skillets, steam kettles and others) as well as solid knife skills
- 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 computers, updating spreadsheets, and other Microsoft Office programs
- Excellent kitchen math skills 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
- 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 refrigerator and freezer temperatures for extended periods

Working Environment/Physical Activities:

Work environment is a kitchen setting. The physical activities required include standing several hours a day, moving heavy kitchen equipment, boxes, and trays up to 50 pounds, using a stove, oven, steam kettle, tilt skillet, steamer, food warmer, sinks, and other electrical and mechanical kitchen equipment. Extended use of and work in both walk-in refrigerator and freezer also required. Position also requires use of a computer

Compensation:

Project Angel Heart offers competitive benefits, including generous paid time off, wellness and meal benefits, Employee Assistance and discount programs, and matching retirement fund after one year of employment. Pay is \$20.00 per hour.

Application Procedure:

Qualified candidates should submit resume and cover letter via email only to the Executive Chef at jobs@projectangelheart.org. Please, no phone calls. 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. Target start date: Immediately.

Effective 9/20/2021, Project Angel Heart requires all staff to be vaccinated against COVID19. Applicants will be asked to show proof of vaccination.