

# **CENTRO LATINO de SAN FRANCISCO**

EST. 1985

Community inspired nutrition and supportive services

## **Executive Cook**

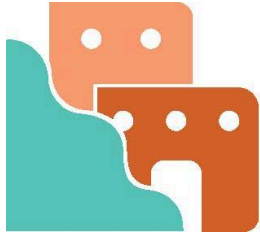
### **General Area of Responsibility**

Under the supervision of the Executive Director and Associate Director and in coordination with the Nutrition Program Manager, is responsible for the overall production of nutritious Latino American style meals to be provided for elderly and disabled participants at the Central Kitchen Site as well as for other CLSF meal site locations throughout the city.

### **Primary Job Responsibilities**

In coordination with the Nutrition Program Manager (NPM):

- Conduct an inventory the day prior to each meal service day on the availability of raw food, dry goods and supplies to ensure the timely preparation and service of meals to all the CLSF meal sites.
- Provide food preparation and meal service assignments to each staff person to be completed as per each worker's established job role. Provides supervision throughout the work schedule as needed.
- Ensure that all equipment required for meal production activities is available and is in good working condition to enable staff to complete their work assignments efficiently and without disruption.
- Implement effective staff substitution work plans on an ongoing basis to adequately meet the food production and meal service requirements daily, and in compliance with agency contracts.
- Is responsible for operating food production activities (food handling, storage, defrosting, etc.) in full compliance with SF Department of Public Health requirements.
- Review monthly menus to ensure that the necessary ingredients are available for the preparation of meals and that the recipes are consistently followed.
- Assists with the cooking of frozen meals on Wednesdays and Thursdays for delivery to homebound clients on Fridays.
- Maintain food preparation, work space areas, and cleans equipment and utensils after each use.
- Ensure that all staff have been adequately trained in all food preparation activities.
- Address any meal production problems to enable staff to complete their assignments, are working together as a team, and are performing their job duties within a positive and productive environment.
- Reports staff grievances to NPM, to the Accounting/HR Department, and to Associate Director, on a formalized and timely basis for resolution purposes.
- Ensure that staff accidents and injuries are reported promptly and that staff receive immediate medical attention as required by the agency Workers's Compensation provider as required.
- Plan and organize joint meetings with members of the administration, as needed, to resolve any personnel matters pertaining to overall food production operations.



# **CENTRO LATINO *de* SAN FRANCISCO**

EST. 1985

**Community inspired nutrition and supportive services**

## **Qualifications:**

- A minimum of 5 years experience in cooking at a professional level
- A minimum 1 year experience supervising staff, food preparation, cooking, and kitchen/site operations
- Communicates effectively with staff and is a good team builder.
- Possess Food Handlers Certificate (Food Manager ideal) and knowledgeable on good sanitation practices
- English-Spanish bilingual
- Must be physically fit to carry loads of up to 30 pounds
- Must provide a TB clearance as required

## **Work Schedule**

Tuesday through Saturday

8:00 am-4:30 pm

## **Pay**

\$28-30 / hr based on experience

## **Other Benefits**

401k, Paid sick leave, Vacation, Health Insurance