



Inter-Faith Food Shuttle

Job title	Catering Chef
Reports to	Culinary and Catering Director
Division	Culinary Full-time, Non-exempt

Job Purpose

This position is a working chef role. The primary responsibility is to prepare and execute catering functions on and off property.

Duties and responsibilities

Responsibilities include, but are not limited to:

- Organizing, prepping and executing all in-house and off-property catering events
- Creating and implementing catering menu changes as needed
- Compile all food orders for catering functions
- Assist Executive Chef and Catering Manager to create customized menus for clients as needed
- Complete all other appropriate tasks and duties yet to be assigned as needed

Qualifications

- Associates degree in Culinary Arts or five years' experience in comparable position
- Strong Culinary skills with knowledge of all aspects of kitchen positions -- this will include: stock making, saucier, garde manager, pastries, butchering and volume food production
- Extensive banquet or catering experience in a refined establishment
- Must be able to create dishes from scratch, unsupervised.
- Must be able to follow direction from executive chef as needed
- Effective communication skills including good listening speaking and writing skills
- Ability to operate computer programs efficiently including Microsoft Office Suite.
- Good organizational skills

Job Classification

Non-Exempt: Performs routine duties that require minimal judgment or discretion. No direct reports. Hours are variable. This is a 40-hour per week position as needed with the possibility of nights and weekends.

Working Conditions

Kitchen environment

Physical Requirements

May stand for extended periods during the day. Most all job functions are performed in the kitchen.

Direct Reports

None

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.