

## **Executive Chef / Kitchen Manager**

Regular Part-Time Nonexempt, Monday-Friday, 30+ hours per week

We're looking for an experienced Kitchen Manager to oversee the daily operations of the Grey Bears kitchen that serves 50 – 120 daily breakfast and lunch meals. The ideal candidate will have proven culinary and management experience, and is a creative, motivating professional who is happy contributing to meal prep, cooking and serving, working with volunteers and delivering food when necessary. In addition to being an excellent communicator, the incumbent should also demonstrate outstanding leadership and organizational skills.

### **Responsibilities**

- Hands-on leadership to plan, assign, and direct work in the kitchen; appraises performance; supports, motivates and acknowledges volunteers; addresses suggestions and resolves problems.
- Trains, retains and supports volunteer cooks.
- Ensures the safe operation of the kitchen upholding California Serve Safe Standards.
- Manages kitchen inventory, keeps records, maintains supplies, and tracks the number of meals served.
- Provides for kitchen cleanliness and maintenance, and communicates the importance of hygiene to volunteers.
- Maintains clear communication with department supervisors to ensure cohesion throughout the organization.
- Exercises sound judgment when making decisions that reflect the organization's values.
- Fluidly interacts with a variety of constituents and stakeholders who regularly tour the Grey Bears campus.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Passionate about providing people with healthy meals, including daily vegetarian options, and reducing food waste.

### **Skills & Qualifications**

- Minimum of 1-3 years of prior chef and kitchen management experience.
- Experience serving meals of 50 up to 500 at 3 annual large scale events.
- Extensive knowledge of diverse recipes and styles of cooking including plant based meals.
- Experience with supervising and scheduling a kitchen staff, ordering and maintaining inventory, kitchen equipment, pantry items and cleaning supplies.
- Serv-safe certification manager card or willingness to pass test upon hire.
- Experience maintaining clean and sanitary kitchen.

### **Special Conditions of Employment**

- Strong working knowledge of food handling and requirements pertaining to occupational safety and health.
- Selected candidate will be required to pass a criminal history background check.
- Ability to perform essential physical job functions typically requiring bending, squatting, sitting, standing, walking, handling objects, pushing/pulling, reaching above shoulder level, and using fine finger movements with manual dexterity.

#### Compensation

30 hours/week, Monday-Friday (occasional weekends as needed), \$20 per hour to start commensurate with experience.

Benefits: We offer a generous benefits package including a matching 403b retirement plan.

Position is open until filled. To apply, please send resume with cover letter to:

Mary Buck, Operations Manager  
Grey Bears  
2710 Chanticleer Ave  
Santa Cruz CA 95065

For more information on our organization, mission and programs visit  
[www.greybears.org](http://www.greybears.org).

Grey Bears is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.