Rhode Island Community Food Bank
Job Description

Position Title:	Production Chef
Reports To:	Kitchen Manager
Status:	Non-Exempt (hourly)
Grade:	7
Starting Range	$24-$26/hour

Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects, and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize, and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Position Summary: The Production Chefs are responsible for meal production and maintaining a food safe kitchen.

Duties and Responsibilities:

1. Inventory tracking
    a. Assists the manager with tracking all in-house inventory and works with the operations team to secure as much donated product as possible.
    b. Helps track active inventory.

2. Meal Production:
    a. Ensures that all meals are properly prepared, labeled, and temped.
    b. Ensures that all production paperwork is properly completed each day.
    c. Provides reports and data as requested.

3. Food Safety & Nutrition:
    a. Ensures that all safety standards are met and maintained throughout the meal production process for compliance of RI Department of Health license regulations, including proper cleaning and sanitation procedures of the kitchen facilities.
    b. Accepts food deliveries and ensures that they are efficient, expeditious and meet required temperature check and record-keeping procedures.
    c. Produces meals following Food Bank nutrition guidelines.

4. Customer Service:

a. Delivers meal orders to partner sites as needed.
b. Works closely with staff to ensure issues/concerns about the meal program are resolved in a timely manner.

5. Other Duties as Assigned

Skills and Qualifications:

- Professionally trained, with experience and demonstrated ability to manage a full food service operation.
- Three plus years' experience in meal production.
- Certified food safety manager.
- Food purchasing for meal production experience of large quantity meal preparation.
- Knowledge and experience with effective inventory management.
- Knowledge and experience of menu planning.
- Ability to manage multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Effective problem-solving skills and the ability to quickly assess issues and develop new strategies.
- Proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: Work is typically performed in an office using computers and phones approximately 25% of the time. At least 75% of the time is spent standing in a heated commercial kitchen preparing meals and regularly lifting pans of food up to 50 pounds. On any given day or during any given period of time, the percent of time in the kitchen may vary. May walk through or work in the warehouse and is subject to varying temperatures (exposed dock, coolers, and freezers) in all seasons. On occasion, works outside of normal working hours and drives to sites and events out in the community. There may be additional, occasional, travel to attend meetings and workshops.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

_____ _____

Employee Signature Date