



## Position Details

**Job Title:** Executive Chef

**Reports to:** Food Service Director

**Status:** Full Time

**Pay Rate:** Exempt

### **Job Description:**

Are you passionate about using your culinary skills to make a difference? Do you have a heart of service and believe in serving others with dignity and compassion? The Fresno Mission is seeking a dedicated and creative Executive Chef to join our Food Service Department. In this pivotal role, you will oversee the day-to-day operations of multiple kitchens, manage food preparation, and play a key role in the strategic planning and development.

The successful candidate will be motivated to serve men, women, and children in need, providing high-quality meals with empathy, respect, and a genuine heart of service. Your work will directly impact those who are vulnerable, and you will be expected to approach all tasks with dignity, professionalism, and a servant-leader mindset.

The Fresno Mission is also in the development stages of creating a catering arm under the umbrella of the Food Service Department. The Executive Chef will play a key role in the build of this business component for the Mission. Menu planning, pricing, presentation and profitability will all be aspects involved in the successful growth of catering.

### **Who you are:**

You have years of food experience under your belt. You are comfortable cooking and overseeing a staff that cooks and prepares for varying numbers, sometimes for an intimate gathering of 10 or so, all the way to a couple thousand plus, depending on what that particular job requires. You feel as though food is the pathway to a relationship and builds community. You have a sense of satisfaction seeing others well fed. You are also able to adjust and adapt quickly when the need presents itself and you can motivate a team to do so as well. You are well organized, good at time management, detail oriented, and can comfortably operate at a pace that shows a sense of urgency. In addition, you take pride in the presentation of an exceptionally plated and extremely appetizing meal to serve!

### **What you'll do (just the basics):**

**Oversee Daily Kitchen Operations:** Directly manage and oversee the day-to-day operations of multiple kitchens, ensuring high-quality meal preparation and smooth operations.

**Hands-on Training & Leadership:** Provide hands-on training to kitchen teams, mentoring staff and fostering a positive and productive work environment.

**Compliance with Regulatory Standards:** Ensure all kitchens adhere to hygiene, health, and safety regulations. Maintain compliance with all relevant codes and standards.

**Vendor & Supplier Management:** Build and maintain professional relationships with wholesalers, farmers, and vendors to manage food costs and ensure quality ingredients.

**Budget Management:** Oversee and manage budgets for both labor and food costs, ensuring that expenses remain within budget while maintaining high standards.

**Utilizing Food Donations:** Implement strategies for efficiently managing the large abundance of food donations we receive daily, including proper storage, food rotation, and minimizing waste.

**Inventory & Purchase Orders:** Manage purchase orders, inventory, and staff rosters, ensuring efficient organization and use of resources.

**Physical Organization:** Coordinate the physical organization of busy kitchens, ensuring optimal workflow and productivity.

**Quality Control & Productivity:** Develop and implement procedures for maintaining high food quality standards, minimizing food waste, and increasing productivity across all kitchens.

**Communication & Collaboration:** Work closely with Food Service Director and Kitchen Staff, vendors, and other departments to communicate and maintain standards across various kitchens. Ensure that all team members understand and adhere to procedures and policies.

## **SKILLS & QUALIFICATIONS:**

- Grounded and committed Christian: able and willing to model servant-leadership and interested in being part of a ministry to the poor, homeless, drug addicted and mentally ill.
- Active member of the body of Christ, in accordance with the Fresno Mission Statement of Faith.
- Strong sense of calling to minister while utilizing managerial skills.
- Strong interpersonal skills – written, verbal and instructional.
- Ability to follow department budget and work within a define scope per assigned task
- Intermediate computer skills using MS Word, Excel, and Outlook.
- Experience at effectively building, developing, and leading a food service team.
- Available to work weekends, special events, holidays and at various FM locations as needed.
- Must possess trustworthy, teachable, and reliable traits.
- Model appropriate boundaries and strong work ethic.
- Valid Driver's License and insurable by FM's insurance company.
- Must possess a valid Food Handlers Card - knowledge of the proper methods of preparing, cooking and storing food, health and safety rules and regulations pertaining to the food service industry, methods of preparing food in large quantities to provide quality food items and large-scale ordering for multiple sites
- Forklift Certification and Spanish speaking is a bonus!

## **Application Process:**

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.

3. The names, email addresses, and phone number of three references.

**Please email all documents to [HR@fresnomission.org](mailto:HR@fresnomission.org)**

No phone calls