



**Open Arms of Minnesota Job Description:
Lead Chef and Volunteer Ambassador
St. Paul Kitchen**

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 3,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 4,000 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. Families on, families in need throughout Minnesota receive meals shipped to them weekly. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: August 31st, 2023

Closing Date: Until filled

Position Overview:

This is a 40-hour-per-week, benefits-eligible position in a high-volume production kitchen preparing and packaging ready-to-eat meals. Working as part of a team at the St. Paul Kitchen, the Lead Chef is a responsible leader (not supervisor) acting as a role model to the entire staff. The Lead Chef is responsible for food preparation, kitchen safety and sanitization, overall kitchen cleanliness and organization. In the absence of the Food Services Manager, the Lead Chef will oversee the daily production, ensuring efficiency and volunteer engagement through proper distribution of tasks. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all

guests, clients, and fellow team members.

Primary Job Responsibilities:

- **Expectations for Lead Chef:** Role model for staff and responsible for conforming to a high standard for work performance, ethics, integrity, collaboration, positive, respectful communication and problem-solving. The Lead Chef not only effectively manages his/her/their own responsibilities, but also works collaboratively with others to improve systems and operations to provide better services to our clients. The Lead Chef must communicate effectively with peers and leadership of the organization to promote success. The Lead will also foster a team centered work environment.
- Provide positive experience to volunteers and other guests in the kitchen, interacting regularly with staff, volunteers, and the public while modeling the highest level of customer service by maintaining a positive, friendly, and helpful attitude at all times, and representing Open Arms with integrity.
- Direct upbeat and positive organized interactions with volunteers in the kitchen, including large groups, and other staff members.
- In the absence of the Food Services Manager, ensure that daily production is done, planning is completed and act as the main liaison with the Food Services Director on issues that require management attention, including purchasing, maintenance and staffing issues.
- In collaboration with the Kitchen Floor Manager, support the planning process for the packaging for the day.
- Work with Food Services Manager to appropriately organize prep lists, production schedule, distribute work and complete production goals for the day.
- Ensure all menu items are produced using approved recipes and are created with approved ingredients.
- Periodically measures food quality by tasting recipe components.
- Maintains food quality, safety, and presentation standards through the use of approved portioning and appropriate cooking, cooling and storage and packing procedures.
- Ensure proper procedures and documentation are followed in producing pureed or mechanically ground meals.
- Ensure accurate labeling of all items produced in the kitchen, including sub-ingredients, allergens, product dating, etc., seeking guidance or clarification as needed from the Food Services Manager.
- Ensure that high standards of sanitation, cleanliness and safety are maintained throughout the kitchen, following safe food handling guidelines and all applicable state and local food safety regulations.
- Support the Food Services Manager by communicating any new training needed and/or procedural changes with volunteers and staff.
- Help to identify and resolve ongoing issues with production or waste.
- Assist in preparing for and catering in-house special events, such as Pop-Up dinners, Thanksgiving, Moveable Feast, Toast, and other events.

- Check email daily, use a computer to check weekly production needs and weekly client counts.
- Other related duties as assigned.

Requirements:

- At least 2 years of culinary experience in a high-volume/ large production kitchen.
- Experience in an institutional kitchen with special medical diets a plus.
- ServSafe certified.
- Experience leading a team.
- Strong leadership and communication skills.
- Great organizational skills and ability to adapt quickly to the changing needs of the business.
- A demonstrated commitment and understanding of high customer service.
- Ability to be energizing and contribute to a positive team environment.
- The ability to maintain a positive attitude and cheerful demeanor in stressful situations.
- Ability to multi-task and keep composure while working under pressure during busy periods.
- The drive and ability to learn new techniques and skills.
- Ability to work independently and as part of a team.
- High work ethic and demonstrated reliability.
- Ability to work on two different sites as needed.
- Requires availability during hours of operation, including weeknights or weekends.
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs.
- Sensitivity and commitment to diversity and ability to work respectfully with a wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to frequently lift and carry food, beverage and other items greater than 35 pounds, stand for long periods of time, and able to transport up to 70 pounds.
- Able to stand, sit, walk, bend, stoop and twist. Requires full range of motion, manual dexterity and eye-hand coordination. Requires corrected vision, full color vision, sense of smell and taste, and hearing to normal range.
- Able to operate a variety of kitchen appliances, tools and utensils, and to operate office equipment and software programs.
- Able to operate standard office equipment such as telephone, computer, printer and copy machine.

Reports To: Food Services Manager

Pay Rate: \$25.00 per hour.

Location: St, Paul, MN 55107

Hours: Full-time

To Apply:

Please send resume and cover letter detailing pertinent experience to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, paid Holidays, and personal time off (PTO), retirement plan with employer match program.

Employee-paid vision plan, voluntary life, critical illness, hospital indemnity and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer