

## CHEF ASSISTANT Job Description

### **POSITION SUMMARY:**

The Chef Assistant reports to the Food Services Manager to support the Chef and collaborate with other team members to prepare healthy meals that meet the diverse dietary needs of seniors in the region. The work of Chef Assistant furthers MOW Yolo's mission to nourish and engage vulnerable older adults and others with mobility challenges throughout Yolo County and beyond.

### **USUAL WORK SCHEDULE:**

The Chef Assistant is a full-time (30+ hours per week), non-exempt position, working Monday through Friday at the Meals on Wheels-Sutter Health Senior Nutrition Center in Winters. Overtime may occasionally be required.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

1. Assist the Chef with following recipes and preparing meals according to nutrition standards set forth by the MOW Yolo Registered Dietician in compliance with the federal Older Americans Act.
2. Use mathematical equations to achieve the daily meal quota.
3. Support the creation of nutritious meals prioritizing fresh and local ingredients, adapting to last minute changes or substitutions as necessary at the Chef's direction and/or approval.
4. Aid in maximizing resources to produce appealing meals while minimizing loss and waste.
5. Assist to coordinate meal production with delivery time frames to maintain food quality, temperature, and appearance.
6. Ensure availability of supplies and report any shortages to the Chef or Food Services Manager.
7. Maintain proper food handling, preparation, and storage techniques per Yolo County Environmental Health Department requirements.
8. Comply with all sanitation and health standards set forth by both Yolo County Environmental Health and the MOW Yolo Registered Dietitian.
9. Report equipment repair and maintenance issues to the Food Services Manager.
10. Attend required monthly All-Staff and Departmental meetings
11. Be a positive representative of MOW Yolo, exhibiting a passion and enthusiasm for the organization's work and mission.
12. Willingness to take on new tasks and responsibilities as the position evolves and MOW Yolo grows.
13. Perform all other duties as assigned.

**QUALIFICATIONS:**

1. At least one years' experience working in a fast-paced commercial or institutional meal production environment is preferred.
2. Demonstrate a positive work ethic, safety standards, and effective communication.
3. Work well within a team and foster camaraderie among Food Services and Operations Department colleagues.
4. Actively communicate, motivate, and build positive relationships with managers, supervisors, staff, volunteers, and meal recipients, and to interact with donors and media when requested to do so.
5. Lift and carry 50 lbs., stand continuously up to six hours, bend below the waist, and reach above the head.
6. Perform established duties, responsibilities, and expectations independently and with minimal supervision.
7. Ability to follow written and oral instructions and procedures and maintain daily production records.
8. Safely and efficiently complete deadline-driven tasks within a fast-paced and dynamic environment.
9. Adapt and respond flexibly, creatively, and patiently to both predictable and unpredictable situations.
10. Maintain a high level of personal and professional hygiene, dress, and demeanor, including attire appropriate to the work environment and consistent with applicable health and safety standards.
11. Engage with a Culture of Innovation to develop and suggest ideas and concepts that accelerate the MOW Yolo mission and vision.
12. Comfortable using and/or learning electronic systems. Familiarity working with Microsoft Office Suite and Google Workspace are a plus.

**POSITION LICENSES/CERTIFICATIONS:**

1. Current California Driver's License.
2. Proof of automobile insurance.
3. ServSafe Food Manager certification. (MOW pays for this training if it is needed).

**\*\*Meals on Wheels Yolo County is an Equal Opportunity Employer\*\***