



# Elawa Farm Foundation

## Resident Chef

### **About Us**

Developed in 1917, Elawa Farm is a historic farm located in Lake Forest, Illinois. Elawa Farm Foundation was formed in 2002 as a non-profit organization to raise support for the historic restoration of the farm estate and activate the campus with community programming. Today, our mission is to steward a historic farm that enriches the greater Lake County community as a center for experiential learning to broaden access to education, nutritious food, and our local food system. We gather community through food with a sustainable farm, weekly market, learning kitchen, and educational programming for youth and adults.

### **Position Summary**

Elawa Farm Foundation is seeking a Resident Chef to direct operations of the in-house kitchen, as well as work with the leadership team to oversee the design and expansion of the kitchen facility and culinary programs in the year ahead. Current kitchen programs include retail production for the weekly Take & Bake program (January - April), Garden Market (May - October), Thanksgiving Market, and Holiday Market (early December), in-house catering for some events, and farm dinner series.

The Resident Chef must possess a deep knowledge of farm-to-table cuisine, business acumen, strong leadership skills, and passion to serve the local community. Ideal candidate has experience in and excitement for prepared food items for retail markets, catering, and farm to table dining.

This position offers the opportunity for an experienced chef or kitchen manager to work in a unique and beautiful setting, utilizing the freshest, highest quality ingredients from Elawa Farm and our farming community, while enjoying a greater work-life balance than many culinary jobs.

## **Responsibilities**

### *Kitchen Management*

- Serve as manager of the kitchen department and oversee all associated systems, including menu planning, sourcing, budget management, staff and volunteer supervision, and equipment maintenance.
- Manage the kitchen staff (currently includes Pastry Chef, Cook, Pastry Assistant) and volunteers in the execution of all food items.
- Maintain systems to ensure the kitchen is clean, organized, and secure.
- Ensure all food safety regulations and local sanitation rules are followed.
- Lead and reinforce food safety training with staff and volunteers.
- Develop training plans for kitchen staff for the execution of food items and other identified needs.
- Conduct performance evaluations for all supervised staff on a scheduled basis.
- Lead recruitment and interview process for all kitchen staff hires.

### *Menu Planning and Execution*

- Develop seasonal menus for prepared food items for retail markets, catering, and farm dinners. Source locally grown and produced items for the menu offerings, as often as possible, while managing food costs.
- Develop menu items that meet Elawa's values of scratch-made, seasonal, and locally sourced. The menus must include long-standing Elawa favorites in the community, family-friendly products, and items that highlight seasonal ingredients.
- Provide periodic tastings of new menu items for the leadership team.
- Collaborate with Farm Team to incorporate seasonal harvest into freshly prepared, baked, and preserved items for all markets.

### *Catering and Farm Dinners*

- Manage the in-house catering program, including menu development with appropriate food cost controls, equipment rentals, and staffing with Event Coordinator. Catering business currently includes daytime meetings and corporate retreats, private parties, and the opportunity for a limited number of weddings.
- Develop strategies with Event Coordinator to grow catering business for daytime and evening events.
- Build on the monthly farm dinner series and explore feasibility for growth of this popular program.
- Invite local producers, beverage companies, and regional chefs to partner on farm dinner series.

### *Educational Programming*

- Collaborate with the Education Team to develop and host culinary programs, such as community cooking classes.
- Serve as the face of the Elawa Farm kitchen through public programming, social media engagement, and educational classes.
- Explore opportunities to connect the greater Chicago chef community to partnership opportunities at Elawa Farm Foundation.

### *Financial Management*

- Closely track weekly food costs and margins for each of the kitchen programs.
- Monitor sales trends in each of the program areas. Be responsive to community feedback and develop strategies for increasing sales.
- Work with the Finance Manager to prepare an annual budget for the kitchen department and review monthly and quarterly financials.
- Submit credit card reports and invoices in a timely manner.

### **Qualifications**

- 3-4 years minimum experience in kitchen management.
- Deep knowledge of seasonal ingredients and familiarity with local sourcing.
- Comfort and experience in teaching, leading demonstrations, and speaking with the public.
- Must possess calm, patient, and clear communication skills when interacting with coworkers, kitchen staff, and volunteers.
- Friendly customer service skills when communicating with market customers and dining guests. Welcome feedback from community, Elawa staff, and board.
- Self-motivated with an entrepreneurial spirit. Ability to quickly adapt to changing sales trends and remain solutions oriented.
- Interest in long-term commitment and growth at Elawa Farm Foundation.
- Proficiency in Microsoft Office, primarily Excel, Outlook, and Word.
- Food safety manager certificate required.
- Culinary school degree preferred but not required.
- Reliable transportation to Elawa Farm and for occasional errands.

### **Physical Requirements:**

- Employee to work in a kitchen setting for 8+ hours/day.
- Requires the ability to lift up to 50 lbs. and participate physically in kitchen work.
- Requires the ability to use computers, phones, and other office equipment.

- Requires the ability to ascend/descend basement stairs to access some supplies.

**Schedule:** 40+ hours/week, mostly daytime schedule from Monday - Friday or Tuesday - Saturday, depending on season. Occasional evening and weekend hours with catering and farm dinner events.

**Status:** This position is full-time and salaried.

**Compensation:** Commensurate with experience, includes health insurance, paid time-off, and 401k retirement plan.

**Equal Opportunity Statement:** Elawa Farm Foundation does not discriminate in the selection of its staff on the basis of race, color, religion, gender, national origin, age, sexual orientation, disability, income, marital status, or any other dimension of identity.

**To apply:** Please send a cover letter and resume to Laura Calvert, Executive Director, at [lcalvert@elawafarm.org](mailto:lcalvert@elawafarm.org) by Friday, April 21, 2023.