



Family Promise

of Western New York

Family Promise of Western New York (FPWNY)

Job Post: Temporary Chef

Job Title: Temporary Chef

Status: Part-Time

Hours: 32 hours/week

Reports to: Shelter Supervisor

FPWNY is an emergency shelter for families experiencing homelessness in our community. We are seeking a temporary Chef to fill our Chef position for the immediate future. The Chef is responsible for developing, preparing, serving and cleaning up after four (4) complete dinners per week for our shelter guests (30+ people). The Chef works collaboratively with guests to choose menus they are enthusiastic about and then works with the FPWNY team to make sure the correct ingredients are ordered in advance. Additionally, the Chef is responsible for all shared food in the building and its organization, including pantries, shared refrigerators and freezers. Successful candidates will have a proven background in food handling in adherence to New York State food safety guidelines. Candidates must have at a minimum a Food Handler certificate, Food Manager preferred. Job responsibilities include:

Duties

- Prepare and serve 4 meals for 30+ people per week, adhering to all food safety regulations
- Develop a monthly menu featuring at least 20 unique meal concepts with a recipe and an ingredient list for each meal
- Submits final ingredient list to Office Manager the Wednesday before the week of meals
- Assess meals each day with guests to evaluate, discuss menu options weekly with guests and tailors meals to guest desires and allergies or other food restrictions
- Coordinate shared food in the building, including stocking pantries, stocking meats, and stocking our refrigerator/freezer
- Transfers food from overstock refrigerator to shared refrigerator for guest use, ensuring food in shelter is fresh
- Cleans out overstock refrigerator/freezer, shared refrigerator and food pantry, including discarding old and expired food, wiping down food storage areas and maintaining an up-to-date inventory of fresh food
- Keep the kitchen orderly and clean, including cleaning up kitchen after use and scrubbing down stoves and ovens daily

Skills and other Qualifications

- Strong food preparation skills with at least 2 years of food handler experience
- Strong organizational skills to keep kitchen and storage areas clean
- Good ethical decisions, including displaying behavior appropriate to a mentor who works in close contact with children
- Background checks required
- Completion of ServSafe Food Handler Course required, ServSafe Manager Course preferred

Agency Expectations

- Complies with agency standards of conduct and professionalism
- Demonstrates knowledge of the program, mission and services of FPWNY
- Complies with all policies and procedures in Employee Handbooks
- Is punctual and consistent in reporting for scheduled work shifts to assure coverage
- Is able to work in an alcohol and drug free environment

Hours: Regularly scheduled Monday-Thursday, 2:00pm-10:00pm

Compensation: \$19.50/hr plus PTO and access to EAP

To Apply: Please visit our website at www.fpwny.org/jobs