

CSAGH

Christian School Association of Greater Harrisburg



www.harrisburgchristian.com



www.westshorechristian.org

CSAGH Sous Chef

Reports To: CSAGH Executive Chef

Status: Full-time, Salaried, 10 month position (coincides with school calendar)

General Job Description: The Sous Chef is the right-hand to the Executive Chef. They will work under the direction of the Executive Chef to develop efficiencies for the school district with menu planning, ordering supplies, storage and sanitation methods and overall operations of their assigned school campus cafeteria. The Sous Chef will manage a staff of cooks and kitchen workers, as well as creating dishes for the menu.

Qualifications & Qualities:

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with the CSAGH Statement of Faith
- Agrees with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- Possesses a clear philosophy, passion, and pursuit of excellence for Christian Education and CSAGH's vision
- Associate's degree in Culinary Arts preferred
- Minimum of three years of experience working in the food services industry
- ServSafe certified or willingness to obtain certification
- Displays strong interpersonal skills, written and verbal communication skills, and organizational and management skills
- Fosters optimum employee/employer relationships
- Demonstrates integrity in leadership style and decision-making
- Willing to engage in professional development training as needed
- High degree of skill with Microsoft Office Suite

Duties and Responsibilities:

Food Procurement, Preparation, & Presentation:

- Follow purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies, and nutrition objectives
- Establishes standards for receiving storing, and inventorying food and non-food supplies
- Coordinate with Executive Chef develop cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations

- Ensures operational procedures for efficient and effective food production and distribution
- Establishes quality standards for the presentation and service of food

Financial & Employee Operations:

- Ensures that the food service operates within established budgetary guidelines
- Ensure that petty cash is properly managed, counted and submitted to the finance office
- Assign, direct and supervise food service workers (both employees and volunteers)
- Assist in the hiring, transfer, promotion, demotion, or dismissal of food service workers
- Partner with Executive Chef to prepare all local and state reports as directed or required

Storage and Sanitation:

- Maintain the highest standards of cleanliness and safety in the kitchen
- Establishes procedures to ensure that food is stored, prepared, and served in a sanitary and safe environment
- Develops and integrates employee safety regulations into all phases of the school and establishes procedures and policies for risk management

Other Duties:

- Assist with catering needs for school events
- Travel between campuses as required
- Develops short and long term goals through strategic planning for the school's food service program
- Reviews current research information to determine health and nutrition-related trends and food service management developments; and develops innovative program changes and expansions based on this information
- Performs other duties as assigned by the Executive Chef

Abilities:

- Follow policies and procedures; complete administrative tasks correctly and on time and supports organization's goals and values
- Prioritizes and plans work activities; uses time efficiently and sets goals and objectives
- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality and monitors own work to ensure quality
- Meets deadlines; completes work in a timely manner; strives to increase productivity and works quickly