



EXECUTIVE CHEF JOB DESCRIPTION

POSITION DETAILS

The Council on Aging of Central Oregon is seeking an Executive Chef to lead food production for our Meals on Wheels and Community Dining programs. This is a unique opportunity to combine high volume culinary expertise with rewarding community leadership. A core component of this job will be training and mentoring a passionate team of volunteers and staff to maintain an efficient, supportive kitchen culture.

To support your professional and personal well being, this position offers an exceptional work life balance with a stable, daytime schedule that keeps your evenings and weekends free. We also provide a comprehensive benefits package and generous paid time off. This is an ideal career transition for a talented culinary professional looking to step away from traditional restaurant hours and use their skills to make a meaningful, daily impact.

HOURS

40 hours/week. Monday thru Friday, 5:30 AM - 2:00 PM.

COMPENSATION

The salary for this position is \$58,000 - \$62,400 depending on experience. Council on Aging offers a complete benefits package, including health, dental and vision care, a 403(B) retirement plan, generous paid time off, an Employee Assistance Program, and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The functions include, but are not limited to the following:

Personnel Management

- Manage a staff of culinary professionals.
- Onboard and train a large team of volunteers of all skill levels on food preparation, safety protocols, and equipment operation.
- Coordinate and schedule staff and volunteers for kitchen and production roles.
- Manage day-to-day staff and volunteer activities, providing ongoing direction and support.
- Work closely with the Volunteer Department to recognize and retain volunteers.
- Step in to fill open volunteer shifts as needed to ensure uninterrupted meal service.
- Cultivate an inclusive, welcoming, and supportive kitchen culture.



Culinary Operations and Food Production

- Lead and manage the high-volume preparation and production of nutritious, high-quality meals for the Meals on Wheels and Community Dining programs.
- Supervise and schedule production staff and a large volunteer team.
- Monitor and manage kitchen inventory to ensure proper stock levels and reduce waste.
- Handle all food and supply ordering, maintaining positive vendor relationships.
- Design menus that meet required dietary and nutritional guidelines while ensuring high quality and flavor.
- Maintain rigorous food safety, sanitation, and quality control standards in compliance with all local and state health regulations.
- Oversee and create weekly production reports tracking meal preparation metrics.
- Maximize cost-effectiveness through efficient kitchen management and inventory control.
- Collaborate with staff to plan and execute holiday and summer specialty meals.

Administrative

- Ensure exceptional customer service, hospitality, and warmth are delivered across all dining programs.
- Work with the Director of Nutrition Services to develop, communicate, and implement necessary kitchen policies and procedures.
- Maintain a high level of professionalism and strict confidentiality regarding client records and information.
- Build and maintain positive, productive, and respectful working relationships with colleagues, volunteers, and participants.
- Represent the organization professionally when interacting with program participants, community partners, and guests.
- Perform other operational responsibilities and duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma and extensive food service supervisory experience or equivalent combination of education and experience.
- Experience with high-volume food production, commercial kitchen safety, and sanitation regulations
- Experience with inventory management, and cost control.
- Possess or be able to obtain ServSafe Manager, Food Handler, and First Aid certifications.
- Strong organizational, planning, and prioritization skills
- Ability to communicate effectively with staff, volunteers and clients.



- Ability to work independently with minimal supervision.
- A general understanding of the needs and challenges facing older adults.
- Possess a general understanding of the needs and challenges of older adults.
- Bilingual preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This work requires the following physical abilities: climbing, bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carrying and relocating 30 lbs.
- Vision abilities required include close vision, distance vision, and ability to adjust focus.
- Finger dexterity for activities such as typing, use of computer mouse, recording money, grasping and repetitive motions.
- This work is performed both indoors and outdoors with exposure to other motor vehicles.
- Able to withstand extreme temperatures, hot and cold.

TO APPLY

Please send your resume and cover letter to Cathy Lang, Director of Nutrition Services, clang@councilonaging.org.