COUNCIL ON AGING
OF CENTRAL OREGON

SOUS CHEF JOB DESCRIPTION

POSITION DETAILS

The Council on Aging of Central Oregon is seeking a Sous Chef who enjoys cooking, takes pride in their work, and believes good food should look as good as it tastes, whether it's for one person or a few hundred.

This is a great opportunity for someone looking to move beyond the traditional restaurant industry without leaving their culinary career behind. If you're ready to trade late nights and unpredictable hours for a consistent schedule and benefits while still doing what you love, this could be a great fit.

Our ideal candidate has experience in a variety of kitchens and is eager to learn, adapt, and bring their own experience to the table. You'll work closely with volunteers and staff to prepare meals for older adults throughout Central Oregon, so patience, clear communication, and a willingness to teach are important. Above all, we're looking for someone dependable who takes direction, uses good judgment, and takes pride in the food we prepare and the people we serve.

HOURS

The schedule is Tuesday - Friday, 7:00 - 3:30 PM

COMPENSATION

The salary for this position is between $21-23 per hour depending on experience as well as 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. There is an additional 5% pay differential for Spanish speaking candidates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Prepare and measure ingredients to be used in meal preparation (chopping and peeling vegetables, cutting meat etc.).
- Undertake basic cooking duties such as reducing sauces, parboiling food, etc.
- Prepare simple dishes such as salads, entrees, etc.

- Ensure great presentation of plated and packaged meals.
- Train and supervise kitchen volunteers to ensure safe food preparation, efficient workflow, and adherence to health and safety regulations.
- Maintain a positive and productive working relationship with colleagues and volunteers at all times.
- Ensure compliance with food handling and storage regulations
- Assist with maintaining successful health department survey inspections.
- Manage, rotate, and date inventory as required to ensure freshness and safety of food.
- Maintain a high level of professionalism and confidentiality with clients and client records.
- Help oversee the kitchen when the Executive Chef is on PTO.
- Conduct other responsibilities as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma and two or more years of food service supervisory experience; or equivalent combination of education and experience.
- Ability to follow printed recipes and plate specifications.
- Knowledge of food preparation, sanitation and safety processes and regulations in a commercial kitchen.
- Possess or able to obtain a Food Handler certification.
- Ability to maintain personal hygiene in accordance with Oregon Health Authority.
- Proficient in customer service and problem resolution.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively with staff, volunteers and clients.
- Strong organizational, planning, and prioritization skills.
- Possess a general understanding of the needs and challenges of older adults.
- Ability to function in a fast-paced, busy environment as a part of a team.
- Bi-lingual is a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This work requires the following physical abilities: climbing, bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carrying and relocating 100lbs.
- Vision abilities required include close vision, distance vision, and ability to adjust focus.
- Finger dexterity for activities such as mixing, scooping, grasping and repetitive motions.
- Be able to work in a standing position for long periods of time (up to 8 hours).

- This work is performed both indoors and outdoors.
- Able to withstand extreme temperatures, hot and cold.

TO APPLY

Please send your resume and cover letter to Executive Chef Orlando Santiago at osantiago@councilonaging.org and Cathy Lang at clang@councilonaging.org.