

Culinary Angels Chef Assistant



Job Overview

The Chef Assistant is responsible for the successful execution of weekly prep and cook activities, under the instructions of the Chef. S/he provides oversight to teams preparing, cooking and plating recipe items. Ensures that the kitchen has food and supplies needed to support planned meal preparation. S/he ensures that the kitchen is clean and safe when cooking is done and afterwards, following all the set protocols and guidelines for food and personal safety.

Specific Deliverables

- Assists Chef in generating recipe instructions with clear, understandable ingredients and quantities that are easy to follow.
- Assists Chef in establishing prep day, cook day and plating day instructions with an eye on balancing the cook cycle workload.
- Assists Chef in completing a Shopping List of necessary items for the upcoming Cook cycle.
 - Calculate total ingredient requirements needed for the cook cycle, by reviewing recipe needs and checking against inventory and other items being donated.
 - Remove ingredients which are already in inventory.
 - Remove ingredients we will receive from garden donors.
 - Add 'pantry' items that are running low.
- Communicates with volunteers procuring ingredients and ensures guidelines for kitchen delivery: Buyer, Shopper and Farm Pick up.
- Provides guidance to Shoppers when clarification is required.
- Prepares Cook day stations organized by recipes prior to volunteer arrival.
- Mentors and directs the Cook Day team as needed.
- Ensures all safe food handling procedures are executed.
- Supports Cook day team in use of equipment as needed (stove, sinks, dishwasher, immersion blender, robot-coupe).
- Ensures sanitary and safety standards are common practice.
- Conducts check off/clean up kitchen checklist review at the end of each cook session

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Key Activities

- Communicates actively with Chef, other leads and volunteers to be sure all tasks are covered and completed, including Inventory Control
 - Assists in the recipe conversion to family size portions, for website publication.
 - Introduces new ideas and concepts for menu adjustments, kitchen strategies and cooking methods to enhance our processes.
 - Provides direction and approves all modifications to recipes and cooking techniques.
 - Manage kitchen equipment and utensil needs. Reports any troubleshooting to the Chef and Kitchen Manager promptly and assists with repair requests and procure items as required.
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- Maintains a working knowledge of key kitchen equipment (stove, sinks, dishwasher, immersion blender, vitamix, instant pot, robot-coupe).
 - Supports and actively participates in CA Operations Sessions.

Expectation:

- This is a volunteer intern position focused on gaining culinary experience.
- Completion of the Food Handler's Certification Class.
- Volunteers will be asked to read and sign Culinary Angels compliance materials.
- Activities are performed within the Kitchen at Irby Ranch in Pleasanton
- Planning activities are performed remotely
- Estimated weekly commitment; 12-15 hours per week