

## San Antonio Food Bank



**Position Title:** Community Kitchen Chief of Catering

**Accountable to:** Community Kitchen Manager

### **Responsibilities include:**

Chiefly responsible as the Caterer for the San Antonio Food Bank's CATALYST Catering social enterprise

Follow-through & complete all caterings in a professional manner so as to uphold already established level of expectations from a rather demanding/discriminating client base

Supervise & gainfully employ Trainees (participants in culinary training program &/or volunteers ---working in-conjunction with Executive Chef) when so delegated to augment said caterings & hence, keeping catering costs to a minimum

Hence; assist with developing, enhancing training for trainees of the San Antonio Food Bank Basic Culinary Training Program by engaging *as much as possible* trainees of the Basic Culinary Training Program to assist with (whenever feasible) in preparing all catering meals (whether Breakfast, Lunch, Dinner, Breaks, Snacks, Receptions, Galas, etc) as part of their training.

With regards to caterings: maximizing time management, planning & scheduling; return calls, properly document expenditures, submit invoices & billings to assist in properly documenting expenditures & comply with said deadlines as required by department suspense/deadlines.

Assist in maintaining accountability & inventory control of equipment or product procured or borrowed & used to successfully complete said trainings & caterings

Aggressively marketing/talking up the catering whenever opportunity allows via public talks at agency conferences, addressing tour groups, etc., for the purpose of seeking new business & students

Ensure all kitchen & catering equipment, tools, work tables & environment is maintained in a clean & sanitary state IAW Department of Health Standards using the "clean as you go" policy at whichever kitchen you happen to be working out of. Uphold standards already established with regards to kitchen protocol & cleanliness of all equipment used & kitchen space utilized whether initiating a catering from any Community Kitchen of the San Antonio Food Bank – alerting effected Kitchen Coordinators of impending use so that arrangements can be made if necessary to accommodate/support said catering

Depending on which kitchen you choose to operate out of; ensure in particular all refrigerated equipment is properly secured, logged & monitored; reporting any deficiencies to Kitchen Coordinator effected for repair assistance

Assist & comply with any other verbal or written instruction(s) issued by Services Director, Executive Director or Board Member of the San Antonio Food Bank & immediately notifying

Kitchen Manager of said dialogue.

Dedicate self to the client at-hand by staying with the catering to complete the wrap-up, required cleaning/clearing to prevent having to return or potentially lose equipment, ensuring availability to client in case of contingency, provide service to client & ensure desired presentation is achieved.

Use proper & logical judgment to secure the needed supplies, equipment, coordinate personnel & transportation to effectively complete each catering project on time.

### **Qualifications**

**Have completed a formal training program or completed an ACF accredited certification program as a Certified Culinarian at a minimum.**

Food Service Catering experience and SERV SAFE Certification required.

Excellent communications skills, both written and verbal, including the ability for effective public speaking – as may be asked to share a presentation on San Antonio Food Bank Catering

Ability to manage time efficiently and to work independently with minimum supervision

Ability to work cooperatively with other staff, volunteers, students, inmate training program and agency personnel

Orientation to detail, accuracy, and the meeting of deadlines

Good judgment and discretion

Ability to represent the Food Bank in a most courteous & professional manner

Possession of a current Texas driver's license, liability insurance and a clean driving record

Access to reliable transportation – **ideally a truck or SUV**

Out-of-town travel for training or catering may be required

Be available to work minimum 40-hours a week; with flexibility to work early mornings, weekends and late evenings

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

**Please submit a cover letter and resume to [hrsafb@safodbank.org](mailto:hrsafb@safodbank.org).**