

Rudolf Steiner School

Title: Chef

Department: Operations

Reports to: Administrative Director

Classification: Salary Exempt – 10.5-month employee (available for some summer work)

Requirements: NYC License/Food Safety Certification

Overview: The Chef designs and implements a lunch program in keeping with the school's published commitment to provide meals using mostly organic ingredients focusing on seasonal, local, natural foods resulting in simple and healthy meals. Rudolf Steiner laid the foundation for biodynamic farming, which, in essence, is a system of organic sustainable farming. Our wish is to provide the students with meals that promote personal health and healthy respect for the environment in which we live.

**Chef Responsibilities Include:**

- Administer the food program, planning, cooking, and directing food preparation
- Maintain a good working relationship with the students, parents, faculty, and staff
- Modify menus and/or create new menus that meet quality standards
- Estimate food requirements and food/labor costs
- Place food orders with organic/local/ seasonal and quality sourcing. Responsible for all food purchases within a managed budget, inventory management, invoices, vendor selections and relationships
- Train kitchen staff
- Supervise kitchen staff's activities beginning at 7:00 AM
- Rectify arising problems or complaints
- Comply with NYC licensing, sanitation regulations, and safety standards.
- Maintain a positive and professional approach with coworkers
- Cater/plan for large-scale events (Fall Fair, etc.)
- Organize and cater 8<sup>th</sup> and 12<sup>th</sup> grade graduation receptions

**Reporting, Evaluation, and Accountability**

Chef is accountable for the delivery of the food service program in line with the school's food service philosophy in accordance with the parameters, tasks, and responsibilities outline in this job description.

Chef is accountable to and reports directly to the Administrative Director at bi-monthly meetings at which time quality, simplicity, and consistency is reviewed and additional changes and augmentation of menus and recipes discussed.

Chef is accountable to and reports directly to the Business Manager on budgetary issues. The Chef updates the Business Manager on budgetary and service issues in bi-monthly meetings. The Business Manager will evaluate the Chef annually in collaboration with the Administrative Director and with direct input from select faculty and staff.

The Administrative Director, in concert with the Business Manager, will undertake annual reviews of the Chef's performance and the quality of the food program. These reviews will cover the Chef's performance in delivering on tasks outlined in this description, as well as performance in achieving specific objectives and improvements that have been agreed/requested by the Business Manager

Interested individuals should submit a resume inclusive of 3 references and cover letter to Executive Assistant, Nancy Ho-Cortes at [nho-cortes@steiner.edu](mailto:nho-cortes@steiner.edu).