

Lower Sioux Indian Community
Community Health Department
JOB DESCRIPTION

JOB TITLE: Intergenerational Kitchen Manager/Chef
DEPARTMENT: Lower Sioux Community Health
REPORTS TO: Director of Community Health
LOCATION: Lower Sioux Indian Community International Incubator
HOURS: FT: 40 hours/week, Monday- Friday; evening or weekend hours as required; some flexibility required
Wage: Dependent on qualifications

POSITION SUMMARY:

The Lower Sioux Indian Community's Health Department is seeking an Intergenerational Kitchen Manager/Chef to manage our new commercial kitchen by planning, organizing, and directing the overall operations of the Elder Nutrition Program, as well as other food and nutrition programming in accordance with current federal, state, and local standards. Further major duties will include preparing and ensuring quality nutritional meals are prepared and served from kitchen, maintained in a clean, safe and sanitary manner.

We are looking for candidates with kitchen management experience and excellent organizational skills for the position of Intergenerational Kitchen Manager/Chef. The chef will be responsible for interacting and communicating with elders, understanding elders' health concerns and dietary requirements, and ensuring food preparation follows strict health guidelines, among other duties.

Essential Duties and Responsibilities:

- Managing daily foodservice operations.
- Responsible for preparing nutritional meals using recipes appropriate for elders on-site and for delivery, including USDA recommended daily requirements and those for special diets as needed or requested, with portions meeting Older Americans' Act regulations.
- Working with Registered Dietitian on monthly menu development, ensuring nutritional standards are being met.

- Interacting with elders, employees and youth to ensure their satisfaction.
- Offering cooking demos and classes.
- Carrying out inventory management.
- Working under the Administration on Aging's Title VI program budget and working within its confines.
- Purchasing supplies and equipment for operations.
- Designing standards and procedures for food preparation.
- Ensuring safe storage and preparation of food.
- Purchases food products from approved vendors.
- Ensure the safety and cleanliness of the kitchen area.
- Inspects the commercial kitchen area daily to ensure that it is safe and sanitary.
- Inspects storage areas on a weekly basis for proper temperatures, cleanliness, and order.
- Assists in cleaning procedures as needed.
- Submits written reports to the administration as necessary.
- Plans nutritionally balanced & therapeutic meals that reflect the likes and dislikes of elders, as well as Public Health regulations.
- Directs and supervises all dietary functions and assistant cook
- Maintains cost records and works to meet budget guidelines.
- Works with Community Health Director to monitor monthly expenditures.

Education and Experience:

- Graduate of a culinary or nutritional program preferred
- ServSafe Manager Certification preferred
- MN Food Handler certification required
- Two or more years post High School education preferred, or equivalent experience in a related field
- Two or more years' experience preparing meals for 50+ people in a professional setting is required
- Experience working with community based/nonprofit organizations helpful

Skills & Qualifications:

- Prior food service experience in a long-term care setting, preferred
- Prior supervisory experience, preferred
- Strong food service background and experience in institutional management
- Experience in planning, development, and implementation of senior citizen programs or other service program

- Highly organized and responsible.
- Working knowledge of computer operation and skills in Microsoft Office.
- Contribute to the overall mission, vision & values by assisting with applications according to goals & the completion of monthly data input/reports.
- Understanding of Lower Sioux Cultural values, lifestyles, traditions
- Excellent attendance and punctuality are a must.
- Ability to maintain confidentiality and a positive working relationship with community and staff.
- Must comply with the Lower Sioux Indian Community drug and alcohol policy.
- Interest in and commitment to American Indian/Alaska Native health.
- Native Preference applies.

Physical Requirements:

- This work requires the following physical abilities: climbing, bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carrying and relocating 40lbs.

Questions may be directed to:
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