



239 West 49th Str.
New York, NY 10019
212-581-2910

Job Title: Head Chef
Supervisor: Culinary Services Manager
Job Status: Full-Time, Non-Exempt
Job Hours: 35 Hours per week
Location: 239 West 49th Street
Compensation: Competitive with Market Rate

About Encore: How have you impacted someone's life today? At Encore Community Services, our teams are dedicated to supporting the lives of older New Yorkers so that they may live with dignity and decency in a safe and caring environment. For over 40 years, Encore Community Services has provided care to the elderly of the Clinton, Times Square, and Midtown communities. Encore provides a comprehensive array of programs for older New Yorkers including supportive and affordable housing, home delivered and sit down meals, case assistance, education, recreation, and friendly visiting. The organization takes a "no wrong door approach" to ensure Seniors are able to access all of their neighborhood and other entitled resources so they may age in place comfortably for as long as possible. Encore is at an exciting inflection point in its development. The organization is working to build off a rich history to deepen its services and scale the work of giving back to seniors. Encore is keenly aware that the demographics of Older New Yorkers is rapidly evolving. Therefore, Encore must also evolve to ensure the health, mental health, and economic stability of New York's diverse and vibrant senior community.

About Position: The Head Chef, under the immediate supervision of the Culinary Services Manager, will lead the kitchen staff in the daily preparation, packaging and service of meals. They will also ensure that all food preparation, dishwashing, food storage and food service areas are properly maintained.

Benefits: This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental, Visions, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 5% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

Job Responsibilities:

- Assist the Culinary Services Manager in the training and supervision of kitchen staff
- Plan and execute daily production of all menu items for home delivered and congregate meals
- Ensure that all deliveries are properly received and stored. Submit invoices and communicate any product shortages or issues to the Culinary Services Manager daily
- Delegate production tasks to kitchen staff as needed
- Ensure food safety standards are maintained to the highest level at all times
- Ensure menu items are properly presented, portioned and served during congregate meal service
- Maintain daily HACCP logs and submit completed logs to the Culinary Services Manager
- Maintain weekly cleaning log and submit completed logs to the Culinary Services Manager
- Maintain a daily food use log and submit this to the Culinary Services Manager
- Prepare all food items according to predetermined recipes. Communicate any recipe issues to the Culinary Services Manager
- Ensure that food preparation, service and storage areas are clean, organized and well-maintained. Delegate and assist with cleaning tasks as necessary
- Ensure that all dishwashing areas are clean, organized and maintained throughout the day
- Work closely with the HDML program staff to ensure meal safety, packaging and storage standards are met

- Assist the Culinary Services Manager with monthly inventory of food, paper and chemical supplies
- Adhere to all Encore Community Services policies and standard operating procedures
- Understand that other duties not listed may be required as needed

Job Qualifications:

- High school diploma or equivalent (GED)
- At least 3 years of professional cooking experience is preferred. Other cooking experience in combination with the successful completion of a culinary training program will be considered
- Food Handlers Certificate
- Strong understanding of good food safety practices
- Strong cooking ability, with understanding of all basic cooking techniques
- Ability to use basic kitchen utensils and equipment
- Ability to follow recipes and use basic math to determine preparation quantities
- Good verbal and communication skills
- Ability to be flexible, work well under pressure and follow directions
- Ability to work well with others in a team environment

Physical Requirements:

- Ability to lift and carry heavy objects up to 50 pounds
- Ability to stand for long periods of time

To Apply email Resume and Cover Letter to jobs@encorenyc.org. In the subject line, please indicate "Head Chef."

All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.

Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.