



## **Ronald McDonald House Charities of Alabama Chef**

**Overview:** The Chef oversees the meal program at RMHCA, developing and executing a safe and healthy food service program that will deliver quality, variety and service. He/she ensures meals are well prepared, kitchen and pantries are well stocked, kitchen equipment is clean and well maintained, and most importantly, that the families enjoy what is prepared. The first priority of the meal program is to provide nightly meals for families staying at the Ronald McDonald House and Family Rooms.

**To apply:** Email your cover letter and resume to RMHCA CEO Katherine Estes Billmeier at [Katherine.Billmeier@rmhca.org](mailto:Katherine.Billmeier@rmhca.org).

**Reports to:** CEO

**Status:** Full-time, Exempt

**Schedule:** Generally, Sunday thru Thursday, 11:30am—7:30pm

### **General Responsibilities:**

- Develop weekly menus that will be communicated to families and program staff that include meals with donated ingredients, and purchased products
- Prepare and serve meals approximately five nights, per week for 75+ people including children, boxed lunches/ “grab & go” options and snacks
- Monitor and order food and operational supply inventories within assigned program budget
- Maintain an inventory supply system to stock pantry and minimize waste, using first in/first out practices
- Build relationships with food vendors to obtain best prices either at reduced cost or through donations
- Develop simple, tasty, yet healthy menus using donated foods and purchased products
- Oversee and participate in the safe preparation and service of food with attention to portion size control and timely service
- Communicating and enforcing Jefferson County Health Department requirements for food safety as required

### **Kitchen Management:**

- Coordinate and oversee the daily operation of the kitchen
- Plan and prepare simple, but nutritious menus weekly that will be displayed on family program screens
- Meals should accommodate guests with allergies when necessary (eg. gluten free, vegetarian) as well as child friendly options
- Ensure pizza delivery for weekly Pizza Night
- Ensure all food ingredients are prepped, served and stored in safe manner for upcoming meals.
- Serve dinner to guests from 6pm—7pm; prepare to-go boxes and/or store leftovers; clean and sanitize kitchen space for the next day
- Inventory and order food and kitchen supplies

- Create fresh “grab & go” meals for guests
- Maintain overall organization of kitchen equipment and monitor their safety and condition
- Maintain pantry to ensure quality food items are available and expired food items are disposed of as deemed necessary.

**Other Responsibilities:**

- Supports RMHCA Signature Events: Red Shoe Run and Heart of the House Gala as required
- Other duties as assigned.
- Contribute to RMHCA team efforts by maintaining positive, supportive and flexible working relationships with fellow staff and volunteers in our mutual pursuit of providing comfort and care to families of seriously ill or injured children being served by our facility

**Qualifications, skills and other requirements:**

- Degree from reputable Culinary School and at least 3 years culinary chef experience in a large volume kitchen
- Previous kitchen management/supervisory experience in culinary instruction preferred
- Food Safety Certification
- Demonstrates in-depth food knowledge and can translate it to the plate
- Professional and dependable
- Strong communication and organizational skills
- Ability to work well with others in a compassionate, professional, friendly and approachable demeanor