
Building Healthy Families, Inc.



Head Chef Position

September 2017

The role of the Head Chef is to shop and oversee preparation of lunch, supervise the setting up the serving line, serving and clean-up of kitchen and serving area.

Responsibilities

1. Be available to from 10 AM to 12:30 on Saturday mornings on your assigned week during the workshop.
2. Sign-in as a volunteer at the welcome center.
3. Wear a BHF hat and apron while working.
4. Wash hands and change gloves. **Never** reuse vinyl gloves. Always use a new pair after removing from hands.
5. Prepare a cold menu with a vegetarian option. Keep menus simple since preparation time is less than 2 hours.
6. Shop for all needed ingredients on your menu, we do not have storage space of food. Please do not buy in bulk since it is wasted. We prefer shopping at Aldi's, Shoprite, Walmart and similar stores that our families regularly use. We have plastic wrap to individually wrap sandwiches for serving.
7. Submit request for payment including receipts in a timely fashion.
8. Clean up kitchen and serving area (wiping counters and sweeping floors), throw away used paper goods, repack storage bins.

Qualifications

1. Must be at least 18 years old.
2. Able to provide own transportation to workshop.
3. Responsible, organized and dependable.
4. Attend an orientation prior to volunteering.
5. Submit a BHF volunteer application and submit information for a background check.