

# JOB DESCRIPTION



<b>Title:</b>	Chef/Director of Food Programming	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Wallace Farm and Wallace House	<b>Full/Part Time:</b>	Full Time, Year-Round
<b>Reports To:</b>	President & Chief Executive Officer	<b>Pay Range:</b>	\$60,000 - \$64,000

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The Wallace Centers of Iowa (WCI) is a nonprofit organization ([www.wallace.org](http://www.wallace.org)) that carries on the Wallace family legacy of connecting food, land and people. The two historic locations - the Wallace Farm near Orient and the Wallace House in Des Moines - offer educational programs and community services, produce fruits and vegetables, and provide locally sourced meals.

We are currently seeking a Chef/Director of Food Programs. The Chef is responsible for developing and delivering food programs at both locations including our signature Farm to Table dinners, Pizza on the Prairie evenings, private events and educational programs/bus tours. The Chef is also responsible for creating preserved food products as part of our Abundance line, which are sold at our two locations and other sales outlets. The Chef will oversee staff who deliver food programs and create food products.

All WCI food programming adheres to organizational food principles:

- Our menus directly connect to our garden, land, and historic sites
- We offer seasonal, house-made dishes using quality ingredients
- Using local sources support Iowa's family farms & small businesses

## WHAT YOU'LL DO

### Strategy

- Understands the organization's strategy and works with staff to connect their work to the overall strategy

### Programming

- Develops food service programming in alignment with the organization's vision and mission and a focus on using farm produce and local ingredients
- Sets culinary values and quality standards
- Sets food service standards
- Delivers food service programming at the Wallace Farm and Wallace House
- Collaborates with the Site and Program staff to coordinate and oversees the delivery of special events and private catering
- Actively works to expand services in alignment with the organization's strategy to increase income for the Wallace Centers of Iowa (cooking classes, presentations, demonstrations, etc.)
- Occasionally develops partnerships to design and deliver food programming to schools and community organizations
- Designs and manages Abundance product line for sale at the Wallace Centers of Iowa locations and other retail outlets

### Leadership

- Provides overall leadership for food service and food product staff
- Manages performance of direct reports; establishes performance goals and holds staff accountable for their performance, including annual performance management, ongoing development, and corrective action when needed
- Actively promotes adherence to the organization's values by food programming staff
- Builds an effective, mission-driven, and positive culture, evidenced by a committed and engaged team

### Financial Management

- In partnership with the President & CEO, sets food service and food products budget and manages expenditures in accordance with the approved budget

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Performs other duties as assigned

## REQUIRED QUALIFICATIONS AND SKILLS

### Education

- Associate in Applied Science degree in culinary arts or equivalent work experience in commercial food preparation
- Safe food handling certification (or ability to achieve certification)

### Experience

- Experience working within a department or team budget
- Experience developing menus, purchasing, and preparing food for events and dinners at scale
- Experience minimizing food services input costs and waste
- Strong written and verbal communication skills
- Ability to interact with the public and represent Wallace Centers of Iowa positively
- Ability to teach, demonstrate, and conduct presentations
- Demonstrated ability to work with diverse cultures including members of urban and rural communities
- Critical thinker and problem solver who demonstrates decision-making and time-management skills
- Basic management skills including the ability to plan, execute, track, and report on work in progress
- Strong attention to detail
- Basic computer skills including experience working in Microsoft Windows and Office products
- Able to work effectively both independently and as part of a larger team

### Other

- Flexible schedule to attend events and conduct other activities outside of standard business hours
- Ability to stand, walk, climb/descend stairs and sit. Regularly required to stoop, kneel, bend, crouch, and lift up to 50 pounds.
- Clear criminal background check
- Insurable driving record needed to fulfill job duties.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## PREFERRED QUALIFICATIONS AND SKILLS

Ideal candidate qualifications:

- Experience leading other staff in a food services setting
- Experience building menus and preparing food based on the availability of fresh garden ingredients
- Experience developing packaged, shelf-stable food products for retail sale

## OUR BENEFITS

- Paid Time Off
- Qualified Health Insurance Reimbursement Plan
- Professional Development
- Learning and Networking Opportunities

## HOW TO APPLY

Resumes will be accepted until **August 6, 2023**. Please send a cover letter and resume via email to: Debra Houghtaling, President/CEO  
[deb@wallace.org](mailto:deb@wallace.org)

Our mission celebrates diversity. The Wallace Centers of Iowa is an equal opportunity employer