

JOB DESCRIPTION



Title:	Chef/Food Programs Manager	FLSA Status:	Exempt
Department:	Wallace Farm and Wallace House	Full/Part Time:	Full Time, Year-Round
Reports To:	President & CEO	Pay Range:	\$55,000 - \$65,000

The Wallace Centers of Iowa (WCI) is a nonprofit organization currently seeking a Chef/Food Programs Manager. Providing overall leadership for food programming and culinary services, this is a key and impactful role in carrying on the Wallace family legacy of connecting food, land and people.

The Chef is responsible for developing and delivering food programs at both locations including our signature Pizza on the Prairie evenings, farm to table dining, private events and educational programs/bus tours. The Chef is also responsible for the production of our Abundance preserved food product line, which is sold at our two locations and other sales outlets. The Chef will oversee staff who help 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

- Understand WCI's mission and strategic priorities and collaborate with staff to connect your work to the overall strategy

Programming

- Develop food service programming in alignment with WCI's mission and food principles
- Set culinary values and quality food service standards
- Deliver food service programming at the Wallace Farm and Wallace House
- Collaborate with the Site and Program staff to coordinate and deliver special events
- Design and manage Abundance product line for sale at both WCI locations and other retail outlets
- Actively work to expand programs in alignment with the organization's strategy to increase income for WCI (cooking classes, presentations, demonstrations, etc.)

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 promote 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

Perform other duties as assigned

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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 developing menus, purchasing, and preparing food for events and dinners at scale
- Experience minimizing food services input costs and waste
- Ability to interact with the public and represent Wallace Centers of Iowa positively
- Ability to teach, demonstrate, and conduct presentations
- Strong written and verbal communication skills
- 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
- Experience working within a department or team budget
- 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

- 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
- Staff Discounts on meals and rental facilities

HOW TO APPLY

Please send a cover letter and resume via email to:
Debra Houghtaling, President/CEO
deb@wallace.org

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