



Kitchen Director and Chef

Epiphany is an independent school dedicated to providing excellent, tuition-free education to boys and girls of all faiths, from economically disadvantaged families from Boston. Epiphany staff are committed to the humanity and dignity of each student and seek to honor the deep wells of intellect, experience, and talent they bring to us. Epiphany is looking for a full-time, year round, food safety certified Chef to run our kitchen, preparing meals for approximately 130 staff and students in a joyful environment. The right person for this job will love our students and also love to cook healthy and nutritious food from scratch whenever possible.

As Kitchen Director and Chef, your responsibilities will include, but are not limited to the following:

- Manage department budget and vendor relationships
- Make purchasing decisions for the department, including coordinating the ordering of food and kitchen supplies, verifying delivery of ordered goods, and the accuracy of invoices
- Create monthly menus that are healthy and exciting
- Ensure that all the dietary needs are met with special attention to allergies and dietary restrictions
- Supervise kitchen assistants, student helpers, and volunteers
- Knowledgeable of and ability to comply with all requirements/mandates from the Department of Elementary and Secondary Education (DESE)
- Ensure that all records and supporting documents are maintained in accordance, local, state, and federal law and policies including production logs and meal counts
- Ensure that the kitchen meets cleaning, sanitation and health standards per state and local health department
- Manage Breakfast, Lunch, Dinner and Snacks
- Maintain a high standard of cleanliness with an organized kitchen, and cafeteria. Routinely wash dishes, clean and maintain the cleanliness of all appliances, surfaces, and the entire cafeteria and kitchen including floors
- Performs other duties as assigned by the Operations Manager and Principal

Qualifications:

- Experience in school food service, institutional, or restaurant management
- Must possess food safety certification and MA Allergen Certified
- Must hold a valid Driver's License
- Knowledge of basic word processing and spreadsheets
- Minimum of 2 years experience with school meal planning experience a plus

Physical Working Conditions:

Work involves moderate physical exertion, such as walking, standing, bending, stooping, kneeling, reaching, and carrying, pushing, and pulling equipment and/or supplies, weighing up to 50 pounds.

Compensation and benefits:

Compensation commensurate with qualifications and experience with a range of \$55,000-\$65,000. Benefits: Medical Insurance, Life, and Dental offered, all subject to premium split; may participate in retirement program.

Hiring Process:

Contact us at hiring@epiphanyschool.com with a resume and cover letter, visit the school tour and interview with a cooking portion, complete an application, and submit three references.