



COUNCIL ON AGING OF CENTRAL OREGON

SOUS CHEF JOB DESCRIPTION

Position Summary

Want to hone your culinary skills while making a huge difference in our community? Come join the Council on Aging as Sous Chef at 32 hours per week! The Sous Chef works closely with staff and volunteers, Tuesday through Friday, to prepare and package meals for the Home Delivered Meal and in-person Community Dining Programs at Council on Aging of Central Oregon in Bend. The Sous Chef reports to the Executive Chef.

Essential Duties and Responsibilities

- Prepare and measure ingredients to be used in meal preparation (chopping and peeling vegetables, cutting meat etc.)
- Undertake basic cooking duties such as reducing sauces, parboiling food etc.
- Prepare simple dishes such as salads, entrees etc.
- Ensure great presentation by dressing dishes before they are served.
- Ensure compliance with food handling and storage regulations; assist with maintaining successful health department survey inspections.
- Manage, rotate and date inventory, as required, to ensure freshness and safety of food.
- Coordinate and execute holiday and summer specialty meals with Council on Aging staff.
- Maintain a high level of professionalism and confidentiality with clients and client records.
- Maintain a positive and productive working relationship with colleagues and volunteers at all times (and a sense of humor is welcomed!).
- Conduct other responsibilities as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High School Diploma and two or more years of food service supervisory experience; or equivalent combination of education and experience; some college preferred.
- Knowledge of food preparation, sanitation and safety processes and regulations in a commercial kitchen.
- Possess or able to obtain a Food Handler certification.
- Proficient in customer service and problem resolution.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively with staff, volunteers, and clients.
- Strong organizational, planning, and prioritization skills.
- Possess a general understanding of the needs and challenges of older adults.
- Ability to follow printed recipes and plate specifications.
- Ability to maintain personal hygiene in accordance with Oregon Health Authority.
- Ability to function in a fast-paced, busy environment as a part of a team
- Bilingual welcomed.

Physical Demands and Work Environment

This work requires the following physical abilities: climbing, bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carrying and relocating 50 lbs.

Vision abilities required include close vision, distance vision, and ability to adjust focus.

Finger dexterity for activities such as mixing, scooping, grasping and repetitive motions.

Being able to work in a standing position for long periods of time (up to 8 hours).

This work is performed both indoors and outdoors.

Being able to withstand extreme temperatures, hot and cold.

Because we work with older adults, vaccinations are required for employment.

Non-Discrimination Statement

The Council on Aging is committed to diversity, equity, and inclusion not only in its equal employment opportunities, but in all matters of policy, practice and delivery

of services and programs. Accordingly, the Council on Aging does not discriminate on the basis of age, race, national origin, religion, language spoken, veteran status, gender, gender identity or expression, sexual orientation, or physical circumstance.

Please send Cover Letter and Resume to hr@councilonaging.org to apply.

Job Type: Full-time 32 hours per week

Salary: \$20.00 to \$22.00 per hour

Full Benefits:

- Health insurance
- Paid time off
- 401(k)
- 401(k) matching
- Dental insurance
- Vision insurance
- Employee assistance program

Schedule:

- Regular schedule
- Day shift, Tuesday to Friday
- 6:00 AM to 2:30 PM

COVID-19 considerations:

Due to the vulnerability of our clients, all staff must be vaccinated