



Position: Executive Sous Chef & Assistant Instructor
Department: Children, Youth & Family Services
Program: Culinary Arts
Reports to: Director of Culinary Training & Operations
Salary: \$60,000 annually
Status: 100%, Full-Time, Regular, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: The Executive Sous Chef oversees product ordering, inventory, kitchen sanitation and the on-time production of meals. The key to this position is a balance between driving high-volume culinary production while providing guidance and culinary instruction to the students. The Executive Sous Chef brings a minimum of 5 years' experience in high-volume restaurants or institutional foodservice operations. Effective communication and excellent organization skills are necessary traits to ensure the successful daily operation of the kitchen.

ESSENTIAL FUNCTIONS:

- 1) Work with the Executive Chef to plan weekly nutritional menus, including vegetarian, vegan and dietary restricted options;
- 2) Ensure the on-time production and service of meals, and coffee shop/café food;
- 3) Coordinate the inventory and purchasing of foodstuffs, groceries, and supplies for culinary instruction, campus meals, and the coffee shop/café;
- 4) Coordinate ordering and pick-up of food from vendors if necessary;
- 5) Monitor kitchen staff attendance and be on-call to replace employees or fill shifts as needed;
- 6) Work with the Executive Chef/Lead Instructor to teach students and follow culinary curriculum;
- 7) Maintain a learning environment that encourages students to ask questions and show respect for the teach and fellow classmates;
- 8) Be able to work effectively with a diverse population of Center clients;
- 9) Maintain the kitchen in a manner that is compliant with State health and safety standards including the use of proper cooking logs and kitchen maintenance cleaning supplies;
- 10) Ensure that all health and safety codes are under compliance, and implement procedures to safeguard proper compliance;
- 11) Work in a commercial kitchen environment which requires essential job functions including standing in a stationary position or moving through the kitchen for the duration of your working shift, completing repetitive manual tasks such as cutting and dish washing, lifting items up to 30 pounds to a height of 3-4 feet, and exposure to extreme temperature variations due to hot cooking and dishwashing equipment and cold storage areas;
- 12) Participate in staff meetings, planning meetings and other meetings as needed;
- 13) Drive cargo van for food pickups/donation and/or delivery of meals to off-campus locations;
- 14) Other duties as assigned.

Page 1 of 2 – See page 2 for Job Qualifications and Experience

**E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org
Or submit cover letter with application/resume to:
Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028**

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) A minimum of 5 years of cooking, dietary or nutrition experience with expertise in creating and planning daily and weekly menus;
- 4) Previous culinary teaching experience a plus;
- 5) Background working in an institutional facility, high-volume restaurant, or hotel a plus;
- 6) Knowledge of food vendors and distributors preferred;
- 7) Must be sensitive to the issues of young gay, lesbian, bisexual, transgender and questioning youth;
- 8) Good verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 9) Some basic computer skills and knowledge including work processing, database operations, spreadsheets, and other software systems;
- 10) Excellent time-management skills;
- 11) Food Manager Health Certification (formal culinary training and/or nutritional training a plus);
- 12) Valid California Driver License and ability to be insured;
- 13) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

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