



About RMHC-Denver: Since 1979, Ronald McDonald House Charities of Denver, Inc. (RMHC-Denver) has offered a loving home away from home to families needing to be near their seriously ill or injured children while they're being treated at metropolitan area hospitals.

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| Job Title: Chef II | Effective Date: 8/6/2024 |
| Reports To: Executive Chef | FLSA Classification: Full-time, Exempt |
| Position Level: Manager | Pay Range: \$60k-66k |

To protect the health of the families we serve and our staff, Ronald McDonald House Charities of Denver has a mandatory vaccination (Covid and seasonal influenza) requirement for all employees. Exemptions may be considered.

Job Summary

The Chef II is a member of the culinary team responsible for food service at RMHC-Denver, including leading weekly Chef-led meals at the Denver House. This team oversees all aspects of the kitchens at both Ronald McDonald Houses and meal preparation and ensures meal offerings are nutritious, well balanced and varied. The team ensures meals and meal ingredients are procured, prepped, handled, served, and stored in a safe manner, following all HAACCP and ServSafe protocols. Each member of the team ensures compliance with local, state, and federal laws, regulations, safety, and sanitation procedures.

Essential Duties, Responsibilities & Functions

This is a strategic, and relationship-focused role – Chef II works directly with volunteers, donors, and families, requiring the ability to interact in a thoughtful, energized, and forward-thinking manner. The person in this role establishes and maintains open and collaborative relationships with RMHC colleagues and volunteers while assisting to develop, grow, and implement additions to the culinary program. This individual will work with the culinary team to improve all aspects of family and volunteer satisfaction while maintaining the operating budget.

- Provide a hands-on, team-building-style experience for volunteer groups who wish to support families by way of the Chef-led Meal program (mainly on Tuesday evenings at the Denver House). Ensure a safe & meaningful volunteer experience by providing instruction, direction, and oversight for all activities related to meal prep, service to families, & clean up.
- Welcome, orient and educate volunteer meal groups on kitchen equipment and enforce all food safety and sanitation requirements to maintain high standards of quality control, hygiene, health, and safety.
- Provide an exceptional culinary experience for volunteer satisfaction and retention.
- Build positive relationships with industry vendors (food vendors, supply companies, restaurants, etc.) to secure discounted product or in-kind donations.
- Develop menus and food items inclusive of different cultures, dietary restrictions, and

special needs utilizing donated foods and purchased product.

- Work with Executive Chef to monitor budgets for the Chef-led program and adjust accordingly.
- Communicates production needs to Executive Chef.
- Create specialized menus for a variety of holidays and special events to ensure guest families have a memorable experience.
- Assist Executive Chef in ensuring culinary support in both houses
- Provide oversight of Family Kitchens in both Houses, including monitoring needs of Family Kitchens and pantries and working with Guest Services Associates to ensure families cooking for themselves have what they need.
- Problem Solving/Analytical Thinking - Ability to identify and define problems and create solutions
- Oversee and personally perform the safe preparation and service of food with attention to portion control and timely service.
- Provide allergy-safe plating methods and alternative meals (to the main meal) for guests with allergies or dietary restrictions.
- Divide time between both houses to build relationships with house staff including GSAs, House Manager, Culinary Manager and others.
- Responsible for ensuring weekend meal delivery/service at both Houses.
- Coordinate breakfasts and brunches, first at Denver House to create the model, then expand to Aurora House.
- Develop and maintain system to track occupancy data at both houses to forecast meal attendance.
- Responsible for data collection and analysis for planning, projections, and reporting number of meals served per evening and other metrics to measure the growth of the Chef-led and Family Meal programs.
- Assist in formatting our library of recipes and shopping lists for Meals from Scratch (MFS) volunteer groups to get this program moving forward.
- Fill in for Chefs/Culinary Managers on vacation/out sick.
- Assist in the preparation and pre-cooking of meals for the freezer.
- Assist Culinary Managers in prepping for solo-served meals.
- With Culinary Team:
 - Maintain cleanliness and organization in the kitchen.
 - Ensure all food is stored properly and safely (labeled, dated, in the right storage area), edit menus, update recipes, and ensure consistency in inventory and menu items in Total Party Planner system.
- Flexibility to work at both Denver and Aurora Houses
- Perform other duties as assigned.

Education, Experience & Abilities

- 5+ years chef or commercial food service menu planning & preparation experience.
- Ability to plan and prepare meals and lead, instruct, and empower volunteer meal groups;
- Ability to establish and maintain positive working relationships with others, both internally and externally and be a strong representative of our House and brand.

- Compassionate, professional, personable, friendly, and approachable demeanor with an inclination for teaching;
- Strong communication (verbal and written) and customer service skills;
- Understanding of nutrition, food costing and sourcing, meal production and planning;
- Extensive knowledge of health and safety rules and regulations pertaining to commercial food establishments including sanitation and maintenance regulations and HAACCP.

Physical Requirements

- Strong budget management, scheduling and record keeping skills.
- Basic office work, as well as the physical ability to perform all tasks as needed (i.e., cooking, cleaning, carrying supplies, etc.)
- Ability to travel to other program sites or events as needed.
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, communicate with others in a food preparation setting.
- Must be physically capable of lifting and carrying 50 lbs.
- Flexibility in hours worked and may include early mornings, late evenings, and time on the weekends.

This is a full-time, exempt position, with the expectation of working 40 hours per week. The general work schedule will be M-F, to include evenings and occasional weekends. This position will work from both our Denver and Aurora House. This position is eligible for all full-time benefits, including health, vision, dental, long-term disability, life insurance, an EAP, and a retirement savings benefit (eligible after waiting period), paid time off, and sick leave.

How to apply: Please submit a resume or application to careers@rmhc-denver.org. No phone calls please.

RMHC is an Equal Opportunity Employer - We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. We intend all qualified applicants to be given equal opportunity and selection decisions based on job-related factors.