



## **Job Description**

**Department: Food Service**

**Position: Production Chef**

**Reports To: Director of Food Service**

**Position Summary:** The Production Chef is responsible for the daily production, preparation, and service of high-quality meals for Lexington Rescue Mission guests while supporting the ministry's mission of serving every individual with dignity, excellence, and the love of Christ.

This position provides leadership within the kitchen by maintaining exceptional food quality, ensuring food safety and sanitation standards are met, directing volunteers assigned to food preparation and meal service, and assisting the Director of Food Services with the daily operation of the department.

The Production Chef is expected to take ownership of meal production, maintain a clean and organized kitchen, demonstrate flexibility with donated food items, and contribute to a Christ-centered environment that reflects hospitality and stewardship.

### **Essential Responsibilities:**

#### **1. Meal Production:**

- a. Plan weekly menu for breakfast and lunch Monday-Saturday.
- b. Meal prep for Monday-Saturday breakfast and lunch.
- c. Prepare and serve breakfast and lunch according to established menus and production schedules.
- d. Prepare meals for evening programs, including HIP, Steady Hands, Circles, and other scheduled ministry events.
- e. Assist with catering and special events as assigned.
- f. Prepare food according to standardized recipes while maintaining consistency in quality, appearance, flavor, and portion size.

- g. Ensure meals are prepared on time while maintaining food quality and food safety standards.
- h. Adjust recipes appropriately to accommodate donated food while maintaining meal quality.
- i. Monitor food quality, appearance, taste, and freshness throughout production and service.
- j. Demonstrate the ability to distinguish flavors and properly season food.

## **2. Kitchen Operations:**

- a. Maintain organization of all coolers, freezers, dry storage, and production areas.
- b. Pull, properly thaw and prep food for upcoming menus according to production schedules.
- c. Maintain accurate labeling and dating of all food products.
- d. Rotate inventory using FIFO (First In, First Out) principles.
- e. Assist with receiving deliveries and verify quantity and quality of incoming products.
- f. Immediately report shortages, damaged product, or equipment concerns to the Director.
- g. Assist in maintaining appropriate inventory levels through proper product utilization and waste reduction.

## **3. Food Safety & Sanitation:**

- a. Maintain compliance with all local, state, and federal food safety regulations.
- b. Follow proper procedures for food handling, storage, cooling, reheating, and holding temperatures.
- c. Complete all required temperature logs, cooler/freezer logs, sanitation logs, and production records accurately.
- d. Ensure all work areas, equipment, utensils, and serving areas remain clean and sanitized throughout each shift.
- e. Properly clean and maintain ovens, grills, refrigeration equipment, and all food service equipment.
- f. Ensure dishwashing procedures meet sanitation standards.
- g. Review and understand Safety Data Sheets (SDS/MSDS) and safe chemical handling procedures.
- h. Report unsafe conditions or equipment immediately.

## **4. Volunteer Leadership:**

- a. Welcome volunteers and create a positive, Christ-centered work environment.
- b. Assign volunteers appropriate tasks based on skill level and ability.

- c. Provide instruction and supervision to volunteers during food preparation and meal service.
- d. Ensure volunteers follow food safety, sanitation, and kitchen policies.
- e. Demonstrate patience, professionalism, and servant leadership while working alongside volunteers.

**5. Guest Service:**

- a. Always maintain a guest-focused attitude.
- b. Ensure meals are served with dignity, hospitality, and consistency.
- c. Assist with portion control to ensure fairness while providing adequate servings.
- d. Maintain clean and organized serving lines and dining support areas.

**6. Teamwork & Communication:**

- a. Communicate production concerns, inventory shortages, equipment issues, and operational needs promptly to the Director of Food Services.
- b. Participate in department meetings, staff meetings, devotional opportunities, and required training.
- c. Demonstrate flexibility by assisting in other kitchen responsibilities as operational needs require.
- d. Support departmental goals and contribute to a positive team culture.

**7. Administrative Responsibilities:**

- a. Attend all-staff and weekly 1:1 meetings.
- b. Utilize Paycor for time keeping records.
- c. Read and respond in a timely manner to company emails.
- d. Complete opening and closing checklists.
- e. Maintain accurate meal counts.
- f. Complete production records and required documentation.
- g. Assist with recipe scaling, basic production math and menu creation.
- h. Support food cost control through proper portioning and waste reduction.
- i. Assist with implementation of departmental policies and procedures.

**Personal Qualifications:**

Lexington Rescue Mission is a Christ-centered ministry, candidates must support the Mission's Statement of Faith and demonstrate a desire to glorify Christ through their work.

Candidates should:

- Be a faithful disciple of Jesus Christ who seeks His will, His leading, and His help in all aspects of his or her work.

- Possess integrity, humility, professionalism, compassion, and a servant's heart while interacting with guests, volunteers, staff, and donors.
- Be passionate about the mission and vision of the Lexington Rescue Mission.
- Uphold and live out the organization's values.

**Education & Experience:**

- High school diploma or GED required.
- Minimum two years of commercial food service experience preferred.
- Large-volume food production experience preferred.
- ServSafe Food Manager Certification required or obtained within an approved timeframe after hire.

**Qualified candidates should demonstrate knowledge of:**

- Commercial food preparation
- Scratch kitchen
- Large-batch cooking
- Food safety and sanitation
- Kitchen organization
- Production planning
- Inventory rotation
- Portion control
- Safe operation of commercial kitchen equipment

\*\*Experience working with volunteers is preferred.

**Skills & Abilities**

**Successful candidates will demonstrate:**

- Able to work Saturdays
- Strive for excellence
- Strong organizational skills
- Excellent time management
- Ability to prioritize multiple tasks
- Strong communication skills
- Attention to detail
- Dependability
- Ability to remain calm under pressure
- Commitment to teamwork
- Flexibility in adapting menus using donated food
- Ability to work independently with minimal supervision
- Commitment to maintaining high standards of food quality and cleanliness

## **Physical Requirements**

### **Candidates must be able to:**

- Stand and walk for extended periods.
- Frequently bend, twist, reach, squat, and lift.
- Lift and carry up to 50 pounds.
- Push and pull loaded carts.
- Work safely in hot, cold, and wet environments.
- Operate commercial kitchen equipment safely.

## **Uniform Requirements**

- Clean, non-slip shoes.
- Socks worn at all times.
- Clean professional looking pants or chef pants (no shorts, sweatpants, or clothing with rips or holes).
- Clean shirt or chef coat.
- Apron while preparing food.
- Hair restraint (hairnet, hat, or beard restraint when applicable).
- Professional appearance consistent with Lexington Rescue Mission standards.

## **Additional Duties**

This job description is intended to describe the primary responsibilities of the position and is not intended to be an exhaustive list. Employees may be assigned additional duties as operational needs require.