

Kitchen Structure

Head Chef: Job Description, Duties and Requirements

1. *Professionalism:*

- The Head Chef has professional experience in managing and training of their support staff. The support staff includes; two co-managers as defined as Sous Chef and Dining Hall Coordinator (see xxx section for description.)
- Head Chef oversees all administrative and operational aspects of his support staff and ultimately is responsible for the overall budget, resources and functionality of the "Ananda Ashram Lacto-Vegetarian Kitchen and Dining Hall Facility.
- Needs to ensure co-managers maintain the same level of professionalism as defined in this section.
- Be able to create solutions for personnel concerning interpersonal issues, and to know when necessary to elevate the conversation to the Human Resource Committee (HRC).

Is proficient in training of an experienced kitchen crew as well training and working with in-experienced volunteers.

- The Head Chef is responsible to recommending solutions for complaints from guests. Is able to share information about healthy cooking and comfortable talking to guests, support staff and volunteers to educate and teach them appropriately. Is a skilled professional cook, oversees the operations of the Ashram Kitchen and Dining Facility.
- Must have strong management skills (no swearing, impeccable personal hygiene.) Need to have a high regard for our guests, staff and volunteers. Highly ethical principles, honesty, fairness, compassion and consideration while showing a high level of integrity to the principles and teachings of the Guru.
- It is essential that the Head Chef is expected to maintain a high level of excellence in all aspects of the Ashram Kitchen and Dining Facility. The Ashram serves a diverse

range of people, and it is essential that our Head Chef promote respect for this diversity.

2. **Physical:**

- Physically is able to lift 75-lbs.
- Able to stand on their feet for a six-hour period.
- Able to work well under pressure.

3. **Operations:**

- Supervising support staff for the daily and quarterly operations of the kitchen, dining hall and food related tasks.
- Has a working knowledge of a Lacto-Vegetarian Kitchen to create balanced and healthy meals. Aspires to creatively expand meals within those guidelines.
- They may be asked from time to time to make special dishes for special V.I.P. guests. Upon request may need to design special dietary meals for the guests.
- Left overs will be saved and stored in the Walk-In, this is for efficient and last minute meals for unexpected guests. (See section xxx for left over storage and requirements.)

4. **Management:**

- The Head Chef must be able to fill in for any assignment under the guidelines put forward from the Yoga Society of New York, Inc., Ananda Ashram.
- They are responsible for the food that comes out of a kitchen from conception to execution.
- Oversees many diverse aspects of the Ashram Kitchen including daily operations in the kitchen, liaising with farms and food vendors for food orders. They oversee and make decisions to maintain food costs to acceptable levels, which is to keep the kitchen's budget within parameters set by the Board of Directors of the Yoga Society of New York, Inc..

- They will manage and train their staff of lead cooks, dining hall coordinator and volunteers to maintain the safety, cleanliness, customer service and dignity of the Ashram.
- Thorough cooking skills are required, with an in depth understanding of local produce and ingredients.
- The Head Chef is responsible to attain meal count numbers for meal preparation. This information is gleaned from the office or weekly sheet. If at anytime there is an influx of guests for lunch or dinner, the Head Chef is responsible for attaining additional staff for unscheduled guests.
- The Head Chef fosters diversity, which is essential to run and maintain the health of the Ashram Dining Facility, it is expected that all personnel support each other as a team.
- Work within the budget provided by HRC, assure support staff adheres to the budget while soliciting creative ideas to reduce overages.
- Set a meditative yogic atmosphere for creating conducive spiritual energy to be infused into the food during preparation.

5. ***Fundraising:***

- Fundraising is a long time tradition of Ananda Ashram.
- The Head Chef is responsible for aspects of fund raising for the Kitchen.
- The Head Chef should have the capability to oversee accounts for special kitchen equipment, specialty food items, aesthetic features etc.