



Executive Chef Job Description

Title: Executive Chef/Culinary Arts Trainer

Reports to: General Manager of Comal Heritage Food Incubator

Status: Full-Time; salary commensurate with experience; includes health, dental, and vision benefits

Mission of Focus Points Family Resource Center: To build better communities by strengthening families.

Scope of Organization: For almost 25 years, Focus Points has successfully worked to transform the lives of low-income families in Northeast Denver. Focus Points' community-driven programs are aptly designed to address the myriad of challenges that our families face, helping them to move further along the pathway to self-resilience and fulfillment. The scope of our services is thus very broad, including early education, health and wellness, economic and workforce development, mental health support, basic needs assistance, public transportation, English Language Acquisition (ELA), and adult basic education.

Position Summary: Comal Heritage Food Incubator, a program of Focus Points Family Resource Center, is seeking a dynamic, seasoned chef to support its current mission and programs on a full-time basis. The chef will provide culinary arts technical skills and training to Comal's aspiring entrepreneurs while also cooking and serving lunch with the participants daily, M-F. Comal is based in RiNo at the TAXI campus by Zeppelin Development; our Mission is to serve as a platform for economic development and entrepreneurial support for community members in the Denver metro area. For more information on Comal, please visit our Facebook page: facebook.com/comalkitchen

Essential Functions

- Inventory management and food ordering
- Coordinate and conduct training on culinary arts with participants in the Comal program
- Facilitate group processes as needed, including: testing, classes and on-the-job training
- Facilitate kitchen management, sanitation and organization of the kitchen
- Work with participants on recipe standardization and elevation
- Coordinate menu development and creation of new dishes
- Assist in maintaining Comal's garden
- Promote healthy cooking and a passion for seasonal preparations
- Represents Comal at special events and various associations
- Attends Focus Points staff meetings as well as Comal's weekly meeting
- Submit monthly report to the General Manager
- Maintain a professional attitude and adhere to a high level of confidentiality towards Focus Points/Comal staff and participants
- Other duties as assigned

Knowledge, Skills, Abilities and Accountabilities

The Full-Time Chef demonstrates the following:

- Preferred bi-lingual in English and Spanish (Arabic a plus)
- Professionally trained in Culinary Arts
- Minimum of (5) five years' experience in culinary arts and related fields
- Demonstrated experience being able to remain motivated while working independently and with little supervision, including strong time and task management skills
- Outstanding oral and written communication skills and ability to generate and maintain positive relationships
- Team player and ability to work closely with staff, participants and Director
- Excellent customer service skills
- Passion for teaching and culinary excellence in a multi-cultural and high-stress environment
- Analytical and problem-solving skills
- Commitment to a family development model emphasizing assets in each person and family
- Ability to develop collaborative relationships
- Proven ability to train and manage educational metrics in culinary training
- Attention to detail and balancing numerous tasks
- Able to maintain high levels of confidentiality, credibility and professionalism
- Proficient in using Microsoft Office and online computer programs
- Previous work in non-profit sector is preferred
- Respect and understanding of different cultures is a MUST
- Positive attitude, calm demeanor in a high stress environment, kindness and professionalism are a MUST for this position

Credentials, Experience and Qualifications

- Bachelor's degree preferred, plus a minimum of 5 years' experience in culinary arts and/or related fields

To Apply

Send cover letter, resume, and three references to the Comal General Manager: Matthew Vernon—matthew@focuspoints.org

Focus Points Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, ancestry, creed, gender identity or expression, and sexual orientation, or any other status protected by applicable federal, state or local law.