

Executive Chef/Program Director Corazon Café and Catering

Founded by a progressive group of powerful women in 1917, YWCA Southern Arizona is a dynamic, innovative nonprofit, 501(c)3 organization committed to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Corazon Café & Catering, founded in 2014, is a social enterprise supporting the mission and work of YWCA. A “taste of social goodness,” we serve thousands of guests annually at our own downtown conference center and cater events across Tucson.

Position Summary

The Executive Chef/Program Director, who reports to the Chief Operations Officer, leads the Corazon Café & Catering program, providing vision, personally performing tasks, and managing the staff in all food related functions. Areas of responsibility comprise overseeing all food preparation, food service and support areas, and Corazon’s workforce readiness training program. Fundamental requirements of the job include professional behavior, excellent communication skills, reliable follow through, attention to detail, positive interactions with others and the ability to work collaboratively, handle difficult conversations, maintain confidentiality and accept feedback. Our next Executive Chef will enjoy freedom and creative license to build on the excellent reputation and success of the program. Specific responsibilities include:

Essential Duties & Responsibilities

- Manages day-to-day Corazon operations in the back and the front of the house, ensuring that quality standards and expectations of our customers and guests are met or exceeded on a daily basis, and maximizing financial performance in all areas of responsibility.
- Initiates and provides the vision for the menu development process. Supervises food preparation and presentation to ensure all items are flavorful, well presented, and cost effective. Maintains extensive knowledge on menu development and completion. Provides guidance and direction to café, catering and banquet chefs, including setting goals, performance standards and monitoring performance.
- Responsible for managing, guiding and developing all Corazon staff, including volunteers. Works with Operations/HR lead to fill open positions. Encourages and builds mutual trust, respect, and cooperation among team members.
- Manages BEO development and customer engagement for offsite catering and banquets/events held in our conference center.
- Develops and oversees training for at-risk women enrolled in our culinary & hospitality workforce readiness programs.
- Maintains a hygiene level above that required by the local health department and ensures that food sanitation, safety and proper food handling functions are practiced on a daily basis.
- Understands employee positions well enough to perform duties in employees' absence or determine appropriate replacement to fill gaps.
- Trains kitchen team members, including interns, on the fundamentals of good cooking and excellent plate presentations. Demonstrates new cooking techniques and equipment to staff.
- Manages department controllable expenses including food cost, supplies, uniforms and equipment.
- Participates in the budgeting process for all areas of responsibility.
- Other duties as required.

Job Requirements

Ten-years of experience in all areas of kitchen including, but not limited to fine and casual dining, buffets, catering, bulk production, purchasing, training, menu development, and administration. Experience must include four years as an Executive or Sous Chef in a multi-outlet food and beverage operation. Culinary education may be substituted for up to five years of general culinary experience. Must have or be able to obtain Food handler card. Specific knowledge, abilities, skills and certifications required include:

- Ability to provide vision, leadership and direction across multiple lines of business.
- Skilled in managing a diverse and demanding bi-lingual workforce.
- Knowledge of maintenance and care of culinary facilities, equipment, supplies, and materials.
- Knowledge of scheduling techniques, cost controls and financial management, and ability to apply them across multiple lines of business.
- Advanced knowledge of food preparation and presentation methods, techniques, and quality standards.
- Ability to develop menus that are flavorful, well presented, and cost effective, utilizing a variety of cuisines and techniques.
- Ability to interact with vendors and suppliers, and in conjunction with purchasing to source the best possible product at the best prices for all aspects of food and beverage operations.
- Ability to monitor and/or maintain quality control and safety standards.
- Ability to communicate effectively in the English language, both verbally and in writing with staff and the general public.
- Ability to work in a busy, fast paced work environment and to perform in a professional appearance and manner.
- Ability to work well under pressure, making decisions in high stress situations while maintaining a professional demeanor.
- Intermediate to advanced computer skills, good working knowledge of Microsoft office.
- Driver's license and reliable transportation are required in order to do purchasing and make catering deliveries.

Physical Demands

While performing the duties of this job, the team member regularly is required to stand for extended periods of time; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The team member occasionally is required to sit; and stoop, kneel, crouch, or crawl. The team member must occasionally lift and/or move up to 50 pounds. Extended and irregular hours, evening and/or weekend work may be required.

Compensation

This is a full-time, exempt position at the "director" level. Salary at this level starts at \$45,000 and is based on experience. YWCA offers competitive paid time off, health care and retirement benefits.

Apply

Send resume, cover letter and 3 references to LRabago@ywcatucson.org. Applications will be received on a rolling basis and the position is open until filled.