



Job Title: Temporary Executive Chef

Role Overview

Kirby School is looking for a creative, organized, and experienced **Executive Chef** to lead our kitchen team on a temporary basis for approximately 10 weeks. In this role, you will be the heart of our culinary program, ensuring our students and staff receive high-quality, nutritious, and delicious meals. From menu implementation to overseeing kitchen operations, your expertise will maintain the excellence of our café. We serve lunch to approximately 85 people per day. This role reports to the **Chief of Staff**.

Key Responsibilities

- **Menu Planning & Production:** Execute balanced, seasonal menus that cater to a school environment. Lead all food production, ensuring high standards of taste and presentation.
- **Kitchen Management:** Oversee daily kitchen operations, including inventory management, ordering, and coordinating with any volunteers.
- **Meal Service:** Lead the "lunch rush" with efficiency, ensuring service is timely and the plating meets school standards.
- **Safety & Compliance:** Ensure strict adherence to all health department regulations and food safety protocols (HACCP). Maintain a clean, organized, and sanitized kitchen environment.
- **Cleaning & Sanitation:** Maintain high standards of cleanliness in the kitchen and café seating area.
- **Dishwashing:** Manage the cleanup of dishes, cutlery, and cookware during and after the lunch service.
- **Waste & Portion Control:** Actively monitor meal counts versus leftovers to reduce food waste; manage "source repurposing" (composting/pig buckets).
- **Safety:** Follow all food safety and health protocols to ensure a safe environment for our school community.
- **Administrative Oversight:** Manage food costs, minimize waste, and ensure all dietary restrictions or allergies are clearly labeled and managed.

What We're Looking For

- **Leadership:** You are a natural leader who can manage a kitchen independently while maintaining a positive, professional school culture.
- **Culinary Expertise:** You have a passion for fresh ingredients and the ability to scale recipes for a group of 80+.

- **Adaptability:** You can think on your feet and solve problems quickly in a fast-paced environment.
- **Reliability:** You show up on time and ready to dive in.
- **Efficiency:** You can handle a fast-paced "lunch rush" with a calm attitude.
- **Team Player:** You're happy to jump in wherever help is needed most.
- **Experience:** Previous experience as an Executive Chef, Sous Chef, or Kitchen Manager is required. Experience in a school or institutional setting is a significant plus.
- **Certification:** Valid Food Protection Manager Certification (ServSafe) is required.
- **Clearance:** Must be able to pass a standard background check (required for working in a school environment).

Physical Requirements

- Ability to stand and walk for extended periods (up to 4 hours at a time).
- Ability to lift and carry up to 50 pounds.
- Ability to perform repetitive tasks such as food prep and dishwashing.
- Frequent bending, reaching, twisting, and carrying items throughout the kitchen and café area.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

Details

- **Pay rate:** \$30-40 per hour, depending on experience.
- **Hours:** 7:00am–2:30pm Monday through Friday, when school is in session.

Please email your resume and references to employment@kirby.org for consideration.

Kirby School does not discriminate on the basis of race, color, sex, religion, sexual orientation, disability, national origin, or any other characteristic protected by law.