Position Announcement
Chef, Wah Mei School

Agency Overview. Wah Mei is a nonprofit organization created to provide a safe and nurturing, high-quality Chinese-English bilingual/bicultural education that promotes early child development, while building a supportive community for families. Wah Mei leadership supports a learning environment for caring staff to provide healthy happy early experiences within well-equipped facilities. Effective January 2020, Wah Mei will build on its over 40 years of experience and assume management of two federally-owned preschool sites, one in the San Francisco Financial District (about 50+ zero to five-year-old children) and one in the Civic Center (100+ zero to five-year-old children). Wah Mei has an immediate need for the right persons to join our vibrant community.

Position Overview. Wah Mei seeks a full-time Chef to plan and prepare daily breakfast, lunch and snacks for the one site, and wash, clean, sterilize all dishes, utensils, pots/pans and equipment used in the preparation of the meals. The Chef will ensure food service complies with all contracts, laws, guidelines and policies, including PFA, State licensing regulations, and CACFP. The position is non-exempt and offers benefits and competitive pay, commensurate with experience.

Key Responsibilities

• Develop and execute menus and/or other food service directives for balanced food delivery options. Monitor and be sensitive to children’s dietary restrictions and cultural preferences;
• Prepare purchase requests for ingredients, food, and other supplies and review food purchase orders for accuracy;
• Manage the storage of all food items in accordance with safe food handling guidelines to maintain food freshness and values;
• Daily wash, clean, sterilize all pots/pans, dishes and equipment used in the preparation of meals; and keep weekly schedule for deep cleaning to keep all kitchen and storage areas sanitary;
• Work collaboratively with all key personnel, including the Operations Manager, Director of Preschool Program, and Teachers in the delivery of meal service;
• Maintain documentation, including a daily record of amount of food and meals served;
• On occasion, prepare food (i.e., snacks or meals) for events or meetings;
• Participate in agency-wide activities as needed, including trainings and staff meetings;
• Perform all other duties as assigned.

Knowledge, Traits and Other Requirements. Wah Mei welcomes applications from persons who care about providing children with healthy quality food, and who are committed to the mission of Wah Mei and the communities that Wah Mei serves. The Chef must be able to work independently, maintain professional boundaries, and stay current on continuing education requirements. The Chef must be reliable, have excellent planning and organizational skills, and an attention to detail and effective documentation. Additionally, the candidate must:

• Have 2 years’ relevant cooking experience
• Completion of Food Handling Certification
• Provide TB and medical clearance
• Pass fingerprint and Federal clearance
• Be able to cook and clean for up to 100 children without assistance
• Be able to lift up to 50 lbs., as needed

To Apply, please send resume and cover letter indicating your interest to hr@wahmei.org. Please include three references, including their relationship to you and how long you have known them.