



**Job Title:** Chef Manager

**Rate of Pay:** \$70,304-\$80,000 per year

**FLSA:** Exempt

**Full Time:** 40 hours/week

**Primary Supervisor:** Senior Director of Operations

**Position Description:** The Chef Manager is responsible for ensuring the effective planning, execution, and oversight of all medically tailored meal production and kitchen operations at Mama's Kitchen. As a Food is Medicine Coalition (FIMC) Accredited organization, Mama's Kitchen serves as a leader in the field of medically tailored meal (MTM) production and nutrition-focused food services. This role bridges culinary leadership with operational excellence to ensure meals meet nutritional specifications, quality standards, food safety requirements, and production goals.

The Chef Manager is a key operational leader responsible for overseeing kitchen staff and culinary processes while ensuring efficient production, staff development, and a positive team culture. This position works collaboratively across departments including Nutrition Services, Volunteer Services, and Operations to support organizational goals and maintain exceptional service for clients.

The Chef Manager is an essential member of the Operations team, helping to ensure clients receive the highest quality meals possible through effective kitchen management, strong culinary standards, kitchen cleanliness standards (HACCP) and efficient production systems.

The ideal candidate will be passionate about the mission of Mama's Kitchen; possess a collaborative spirit and enjoy an open work setting; and incorporate the highest levels of ethics and professionalism.

### **Kitchen Operations & Meal Production Responsibilities**

- Oversee all daily kitchen production activities to ensure medically tailored meals are prepared accurately, efficiently, and according to organizational standards.
- Supervise kitchen production staff and coordinate workflow to ensure timely completion of meal preparation, packaging, and distribution activities.
- Ensure adherence to approved recipes, production schedules, and standardized portion controls.
- Collaborate with Nutrition Services to implement medically tailored menus and ensure compliance with prescribed dietary standards and client needs.
- Maintain oversight of food quality, consistency, presentation, and client satisfaction.
- Monitor production capacity and staffing needs to ensure operational efficiency and service continuity.
- Monitor ingredient utilization and support inventory management practices to reduce waste and maximize cost effectiveness.
- Lead and manage purchasing and inventory regarding product availability, substitutions, and ordering needs.
- Ensure food labeling, allergen management, and ingredient handling procedures meet organizational and regulatory requirements.
- Participate in recipe testing and menu planning to support nutritional goals, production feasibility, client satisfaction, and cost controls.
- Assist with implementation of standard operating procedures (SOPs) related to kitchen operations and food production processes; establish and implement new SOPs as needed.
- Support special meal projects, seasonal menu initiatives, and organizational events as needed.

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- Ensure compliance with all food safety standards, including HACCP principles and local health regulations.
- Investigate, respond to, and resolve kitchen-related operational issues, quality concerns, or production incidents.
- Travel within San Diego County may be required.

### **Leadership Responsibilities**

- Provide oversight and supervision of kitchen staff, maintaining accurate time tracking, disciplinary, and performance records. Adequately set and maintain standards for staff performance and accountability.
- Recruit, train, coach, and develop kitchen team members to build organizational capability and support employee growth.
- Promote a positive, collaborative, and inclusive work environment focused on teamwork and continuous improvement.
- Partner with leadership to identify opportunities to improve operational efficiency while maintaining quality and nutritional standards.
- Employ strong communication skills and diplomacy when interfacing with staff, board members, volunteers, and donors.
- Support volunteer engagement in kitchen operations and provide guidance to ensure meaningful and efficient volunteer experiences.
- Honor agency policies and procedures.
- Other duties as assigned by the Senior Director of Operations.

### **Required Skills and Experience:**

- Degree or Diploma in Culinary Arts, Food Service Management, Hospitality Management, or related field preferred; equivalent experience considered.
- Minimum 3–5 years of experience in foodservice operations, institutional food production, nonprofit food programs, healthcare foodservice, or large-scale meal production environments.
- Minimum 2 years of supervisory experience preferred.
- Experience operating and overseeing automated food production equipment, including meal plating and packaging systems, preferred.
- Demonstrated understanding of workflow optimization in high-volume production environments, including batch cooking, meal assembly, and packaging operations.
- Experience managing large-volume meal production strongly preferred.
- Knowledge of medically tailored meals, therapeutic diets, HACCP principles, food safety requirements, and regulatory compliance preferred.
- Strong leadership, communication, and organizational skills with attention to detail.
- Ability to work collaboratively in a fast-paced, multi-tasking, multi-person environment.
- Demonstrated ability to prioritize competing demands and solve operational challenges effectively.
- Strong technology skills including Microsoft Excel, Word, Outlook, SharePoint, and production/inventory management systems.
- Possession of a friendly and professional demeanor.
- Valid California driver's license with acceptable driving record for the past three years.
- Current food safety certification (ServSafe Manager or equivalent) required or ability to obtain within designated timeframe.

**Background Check:** All employees are required to go through a yearly background check.

### **Vision Statement:**

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

### **Mission Statement:**

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

### **Mama's Kitchen Core Values:**

**Dignity and Respect:** Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

**Reliability:** Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

**Integrity:** Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

**Diversity:** Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

**Team Work:** Mutual effort and unity are the ingredients that allow our mission to succeed.

### **Equal Opportunity**

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

**Submit your application through the website below:**

<https://mamaskitchen.org/jobs/>