

Chef / Healthy Food Programs Manager

About YR Media

YR Media is a national network of young journalists and artists who create multimedia content for this generation. We link up with our peers around the country to amplify award-winning stories that matter. For more than 25 years, our non-profit production company has invested in future generations to build critical skills in journalism, arts and media. Join us and explore our content at YR.MEDIA

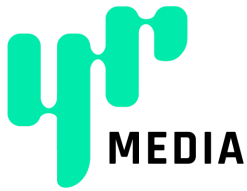
At YR Media we hire smart, passionate people who connect with our values and seek a collaborative environment where employees can do their best work. We seek people who are hard working, creative, fun and driven to go above and beyond to take our organization to the next level. We hire people who believe in the talent and potential of every young person and consider it a great opportunity to collaborate with them to create something new and important.

Position Summary:

Reporting to the Director of Social Services, the Healthy Food Manager will be responsible for establishing relationships with local vendors and sourcing healthy snack and meal options for our youth participants. They will also be responsible for catering services for occasional events and meetings. This is a FT position Monday-Thursday (10:00 am-6:00pm) Fridays (11:00am-7:00 pm), earlier and later shifts may be required to accommodate events.

Position Responsibilities:

- Plan meals for YR Media participants utilizing sound nutritional practices; meal planning, patterns, and portions; plan meals and a variety of foods that are attractive and appealing to youth ages 14-24 and take into account children's nutritional and cultural practices; work with parents and staff to provide special menus as needed; prepare and post daily/weekly menus.
- Follow all guidelines related to sanitation and food safety; follow personal safety guidelines with regard to hand washing and health practices
- Coordinate with supervisor in menu planning, food ordering, food preparation, record keeping
- Ordering, receiving and monitoring food; maintain receipts of food purchased; reconcile food ordered, food consumed, and food left over; maintain appropriate records necessary to meet all reporting requirements.
- Develop relationships with local farms and growers to provide healthy sustainable meals
- Perform a variety of record keeping duties related to program activities and services; maintain records related to number of children attending daily and served daily as well as number of meals, by type, served daily to enrolled children; maintain allergy statements and other records regarding any other medical problems of children.
- Provide catering services for events such as staff meetings, board meetings and other receptions, and negotiate details of arrangements with designated staff
- Participate in curriculum planning activities; develop cooking projects introducing new foods.



- Inform management staff of program activities and operations including foods ordered, planned, and consumption of foods.
- Perform related duties as required.

Required Education and Experience:

- High School diploma or equivalent. Bachelor's or additional relevant certifications a plus.
- 2-4 years of proven kitchen leadership experience
- California food handlers card preferred but can acquire post hire

Contact:

To apply please submit resume and cover letter. **No calls please.** YR Media is an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.