

Parish Personal Chef

The Parish Personal Chef position is a professional chef who reports to the Parish Pastor and the Rector of the Community as the chef's primary boss as it relates to the quality, preparation and presentation of the meals. The Parish Personal Chef reports to the Parish/ Business Manager for the day-to day administration operations of the rectory kitchen.

The parish personal chef is responsible for planning, preparation and presentation of primarily family style meals served usually at 5:30pm Monday-Friday. The amount of priests served can be anywhere from 1- 15 priests at dinner.

Meal Planning

1. Prepares well-balanced, nutritionally sound family style dinner menus. The menus are typically presented for two weeks at a time, and published at a minimum 2-3 days prior to the start of the meal cycle.
2. The menus should take into consideration a variety of nutritional requirements of a variety of priests with varying needs (salt-restriction, diabetic, etc.)
3. The menus should be varied and not repeated within the two week cycle
4. Menus should be planned based on seasonal availability and within the established budget
5. Variations to the posted menu should be communicated in a timely manner to the pastor
6. Grocery lists prepared on a twice a week basis for the priests to shop for the weekly menu.

Meal Preparation

1. Responsible for the proper storage of all food products to prepare meals.
2. Prepare enough food for the given meal in a timely manner, so that dinner can start at 5:30pm
3. Food is replenished if required – not required during the COVID period
4. Tableware and dining room is set up for a family style meal
5. Leftovers are incorporated into a future dinner.

Kitchen Maintenance

1. Store left over food properly within the standards set up by the ANSI Approved - Food Service Sanitation Program
2. Daily cleaning of the kitchen surfaces, appliances and sweeping of the floor
3. Refrigerator is maintained in accordance with the ANSI Approved - Food Service Sanitation Program
4. Evening meal dishes are rinsed, put into the dishwasher, and started prior to leaving for the evening – not required during the COVID period.
5. All cookware – to include pots and pans are cleaned prior to leaving for the evening.

Kitchen Administration

1. Meals are planned within a given budget, variances need to be approved prior by the pastor or the rector of the community.

2. Other needs and requirements for the kitchen be managed with the Parish/Business Manager

Other duties that may be required

1. Plated or buffet meals may need to be prepared on rare occasion. These will be discussed with prior notice from the pastor or the rector of the community. These special meals are associated with holy days and saint feast days.
2. Birthday dinners are prepared for the resident priests. Coordinate the dinner wishes with the priest having the birthday. This includes a birthday cake
3. Other duties that may be assigned

Qualifications

1. 3-5 years of providing food services in a restaurant or as a personal chef for a family or other organization.
2. Follows the ANSI Approved - Food Service Sanitation Program, Certification a plus
3. Understands menu planning, kitchen/food budgeting, and nutritional guidelines
4. Time management is critical and be a self-starter
5. Can communicate orally and in the written format

Other information:

This is a part-time position, Monday – Friday 4 – 4 ½ hours per day depending on meal and work entailed.

This position is for St. Michael's Rectory – 1633 N. Cleveland Ave. Chicago, IL 60614

Please send your resume with references to Patricia Krier at St. Michael's at pkrier@st-mikes.org.