

## Position Description

---

Title: **Head Chef**

Division: Visitor Services

Classification: Full-time exempt

Reports To: Café Manager

Supervises: Café Associates and volunteers

### *High Desert Museum – Organization Description*

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historical collections.

### *Job Summary – Head Chef*

The Head Chef is responsible for being a culinary leader for the Museum. The Head Chef will assist the Café Manager in guiding the café team to deliver a museum-inspired menu in our casual dining setting. Is also responsible for supervising and providing feedback to the cafe staff. This position reports to the Café Manager and serves as backup in manager's absence, fulfilling all the manager's duties, including the planning and execution of events.

### *Qualifications*

- A creative and passionate approach to food
- Excellent customer service skills and a hospitality mindset
- A humble willingness to jump into the dish pit
- Demonstrated knowledge of culinary techniques and practices
- Understanding of menu and recipe development techniques
- Strong leadership abilities
- Basic computer skills and experience with Microsoft Office (Excel, Outlook)
- Food Handler's license.
- OLCC license.
- Excellent customer service skills.
- Ability to work well with a diverse group of staff and volunteers.
- Ability to work flexible hours and days, including weekends.
- Ability to stand for long periods of time and lift up to 40 pounds.

### *Responsibilities and Tasks*

#### Menu Development

1. Develop and plan seasonal menus, daily specials, and banquet/catering offerings.
2. Manage food costing and inventory.

#### Kitchen Management

3. Create prep lists for café staff.
4. Maintain standards for food storage, rotation, quality, and appearance.
5. Establish maintenance and cleaning schedules for equipment, storage, and work areas.

6. Ensure compliance with applicable health codes and regulations.

#### Café Leadership

7. Assist Café Manager in leading, mentoring, and managing the café team, with a focus on developing the team's culinary skills.
8. Participate in the interview process and selection of cafe staff.
9. Establish production and staff schedules to ensure timely delivery of food service.
10. Obtain feedback on food and service quality, and handle customer problems and complaints.
11. Participate in the development of and adherence to budgetary objectives for the café.
12. Meet with customers as needed to arrange menu items and negotiate prices for catered weddings, banquets, and other special events.
13. Assists café team in order taking, cashiering, food running, table maintenance, and order preparation.
14. Other duties as assigned.

#### *Physical Demands and Working Conditions*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually moderately loud.

Please send resume and cover letter to the High Desert Museum, attention Human Resources.

[jobs@highdesertmuseum.org](mailto:jobs@highdesertmuseum.org)

<http://highdesertmuseum.org/job-opportunities>

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

### **Mission**

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.