



JOB DESCRIPTION

Title: Whole Foods Chef and Cooking Guide

Status: Full Time (Monday – Friday). Orientation may include two weekend days swapped with two weekdays

FLSA: Non-Exempt

Location: 26 Parker Road; Brookline; Vermont; 05345

Salary: In accordance with Agency salary schedule and Offer Letter

Restrictions: “Section 504” to apply, if applicable

Supervised by: Seeker Care and Guide Manager

To Apply: Submit a Cover Letter and Resume to: laura.innerfire@gmail.com; beatrice.innerfire@gmail.com

Job Summary. Responsible for all of the operations of the kitchen. Tests and develops recipes. Monitors customer satisfaction. Teaches cooking as an empowering life skill while creating meals for the community of Seekers (clients) and Guides (staff). The vegetarian and non-vegetarian diet supports immune and intestine health, is gluten free, and uses high quality ingredients that are locally grown and organic whenever possible. Maintains the inventory of kitchen supplies and food. Ensures that food and facilities meet all regulatory requirements. Familiar with a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. Sensitivity and awareness of healthy boundaries in relation to food. A wide degree of creativity and latitude is expected.

Responsibilities

1. Prepare breakfast, lunch, snacks and soup for dinner.
2. Teach cooking skills to Seekers and work alongside them to produce the daily meals.
3. Follow and teach Seekers proper kitchen protocols to maintain food safety standard.
4. Use inspiration and motivational techniques to help Seekers stay present and focused on kitchen work though they may be feeling challenged internally.
5. Cultivate cooking as a mindful and centering practice.
6. De-escalate situations if they arise. Be a supportive and peaceful presence, without having to give answers.
7. Create and maintain kitchen policies and protocols.
8. Train Guides and Seekers on kitchen policies and protocols including food safety, storage and specific dietary needs of individual seekers.
9. Follow up with Guides when any issues arise regarding work in the kitchen and serving meals.

10. Plan weekly menus; ensure menus are posted a week in advance.
11. Order and purchase food, weekly.
12. Develop and maintain relationships with vendors.
13. Review, further develop and implement Kitchen Curriculum with Seekers.
14. Maintain organization and cleanliness of kitchen.
15. Stock kitchen and update inventory weekly.
16. Work collaboratively with outdoor guides to process and store vegetables and herbs harvested from our garden.
17. Attend weekly meetings and provide input regarding Seeker's progress.
18. Write weekly and monthly reports for each Seeker.
19. Prepare or delegate preparation of weekend meals, including Seekers by assigning weekend kitchen chores

Required Skills

- Food and Kitchen Skills: Gardening basics, harvesting, whole foods cooking for vegetarian and non-vegetarian, sprouting, fermenting, cooking instruction, nutrition, food preservation (canning, freezing and drying), Use of culinary and medicinal herbs.
- Awareness of the GAPS diet and others which serve gut health.
- Confidentiality: Able to adhere to HIPAA and Inner Fire policies and procedures.
- Computer: Able to operate a computer and proficiently use Microsoft Office suite and the Google platform including Docs, Sheets and Gmail.
- Seeker and Personal Service: Knows principles and processes for providing quality Seeker service. Includes assessing Seeker needs, meeting quality services standards and evaluating Seeker satisfaction.
- Critical Thinking: Uses logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Interpersonal: Strong people skills. Able to read and respond professionally to social cues and needs.
- Judgment and Decision Making: Considers relative costs and benefits of potential actions to choose the most appropriate one.
- Written Expression. Able to communicate information and ideas in writing so others will understand.
- Time management: Able to manage one's own time and the time of others in order to meet deadlines.
- Oral Comprehension: Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression: Able to verbally communicate information, expectations and ideas so others understand.
- Written Comprehension: Able to read and understand information and ideas presented in writing.
- Active Listening and Discernment: Gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate

times. Adept at understanding non-verbal communication and social cues and discerning one's heart beyond their actions and spoken words.

- Problem Sensitivity: Able to tell when something is wrong or is likely to go wrong, assess needs and garner support from Administration (Council) in challenging and potentially crisis situations.
- Centering and Grounding: Able to leave home/personal matters behind in order to be fully present to the needs of the Seekers and Community.
- Discernment in relation to personal boundaries: cultivating an awareness that Seekers can be easily overwhelmed. Heightened sensitivity for motivation in sharing personally, "Am I sharing this for my sake or the Seeker's?" Put the Seeker first.
- Able to help people with fluctuating needs and states of mind including anger and alternate and perceived realities, to stay grounded and engaged in the activities at hand.
- Tension Reduction: Able to de-escalate escalating situations.
- Active Learning: Understands implications of new information for both current and future problem-solving and decision-making.
- Coordination: Adjusts one's own actions in relation to other's actions.
- Collaboration: Works well with others both in and out of Inner Fire in ways that build bridges.
- Politeness and Respect: Interacts with difficult individuals politely and respectfully.
- Self-Care: Maintains inner development and self-centering practices to stay grounded and be able to be one's best self at work.

Character Qualities and Work Style

- Alignment: Is passionate about and supportive of Inner Fire's vision and mission. Has a strong sense of personal inner peace and a positive attitude. Believes in the innate healing capacity of the human being.
- Adaptability and flexibility: Job requires being open to change (positive or negative) and considerable variations in the workplace and workflow.
- Creativity and Problem Solving: Finds ways to accomplish the desired goal / affect.
- Compassion: Gentle, self-confident, grounded, and stable
- Calm and Quiet: Able to create and support an environment that facilitates sleep and rest.
- Independence: After orientation and ability to demonstrate a deep understanding of Inner Fire principles, the job requires developing one's own ways of doing things, guiding oneself with little or no supervision, depending on one's self to get things done and always confidence in asking questions for clarity, alignment and support.
- Leadership: The job requires a willingness to lead, take charge, and offer opinions and direction.
- Self-control: The job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

- Attention to Detail: Job requires being careful about detail and thorough in completing work tasks.
- Privacy: Job requires a scrupulous attention to privacy issues and compliance with existing policy, State and Federal law, and the directives of your supervisor.
- Integrity: The job requires being honest and ethical.
- Initiative: The job requires an ability to be aware of and see what needs to be done and a willingness to take on responsibilities and challenges.
- Motivation: Job requires one to be self-motivated and able to motivate others.
- Dependability: Job requires being punctual, consistent, reliable, responsible, dependable, and fulfilling obligations.
- Achievement/Effort: Job requires establishing and maintaining personally challenging achievement goals and exerting effort towards mastering tasks.
- Persistence: Job requires persistence in the face of obstacles.
- Boundaries: Maintains professional boundaries with Seekers at all times. Is able to flex with varying work demands while maintaining boundaries.

Environmental Factors

- Travel may be required for which a reliable means of personal transportation must be available.
- Must be able to move and respond quickly.
- Must be able to physically handle, lift, hold, reach with and move heavy objects.
- Must be able to bend over for longer periods of time and to lift and move wood.
- Must be able to send and receive e-mail, phone and in-person communication with employees and public.

Qualifications, Education, Experience, Training and Certification Requirements

Knowledge and Experience

- Education – Culinary Arts Degree preferred. Combination of education and experience may be considered.
- Experience - Preference is given to those with experience in any of the following: Education / Teaching, Kitchen management in a residential setting, 1-2 years of Health and Human Services, Social Work, Case Management, Mental Health, addiction services and / or adults tapering off psychotropic medications, Waldorf Education and Anthroposophically inspired work.
- Training - Preference is given to those trained in:
 - Costs of goods, inventory controls, budgeting, and purchasing.
 - Motivational Interviewing
 - Non-Violent Communication
 - Tension reduction such as Handle with Care or CPI (Crisis Prevention Institute).
 - Crisis Management

- Certifications
 - OSHA level First Aid and CPR (Required)
 - Serve Safe or Learn2Serve Food Protection Manager Certificate Required – May obtain within 1st month of job if you don't have this.
- Weston A. Price Foundation – a holistic approach to cooking and nutrition which aligns with the integrity of Inner Fire