



THE CITY OF FREMONT IS HIRING!

CHEF / FOOD SERVICE MANAGER

Recruitment Timeline

First Review of Applications:
March 11, 2024

Interested applicants are encouraged to apply as soon as possible

Interviews:
Tentatively week of March 18

Compensation & Benefits

Annual Salary Range:
\$75,002 - \$91,175

A summary of benefits can be viewed online: [Benefits Summary](#)

This position is represented by the City of Fremont Employee Association (CFEA) bargaining group.

[Apply Here!](#)



The City of Fremont's Human Services Department has an exciting opportunity to join a dynamic team!

The Department

The Human Services Department (HSD) delivers and supports services by forging long-term community partnerships, engaging with and building the capacity of the community to do its own problem-solving, and leveraging financial and volunteer resources. The Department's nationally and internationally recognized programs support thousands of residents throughout their life course, from infants to elders. The department offers a working environment which is friendly, supportive, collegial, and where staff of many disciplines come together to problem solve, compassionately assist those in need, and share successes.

The Aging and Family Services Division (AFS) of HSD specifically supports older residents and their caregivers to live active, healthy lives in the Tri-City community. With input from local, older adults (age 55 years+) as our guide, the AFS team strives to provide and AFS staff work together to provide a continuum of supportive services that range from health promotion activities to home-based end of life care. AFS has a Senior InfoLine (phone and email) that is answered in 4 language (Farsi, English, Spanish and Chinese) that is often an entry point. As an older adult or their caregiver's situation changes, they seamlessly have access to a continuum of programs that include counseling and emotional support; care coordination and resource assistance; specialized family caregiver support and education. Many of these supportive services are provided in the resident's home. We also provide regular expert clinical consultation, supervision, opportunities for self-reflection, and team building, fostering a culture of empathy, inclusivity, humility, and respect.

The Position

Under the supervision of the Age Well Center Managers, the Chef/Food Services Manager position manages meal programs for the City of Fremont's Age Well Centers. Chef responsibilities across both Age Well Center locations include the performance of menu planning, purchasing of foodstuffs, preparing quantity meals, supervising and assisting kitchen employees and volunteers and maintaining clean and orderly kitchens.



Human Resources Department
3300 Capitol Avenue, Bldg. B
(510) 494-4660 | humanresources@fremont.gov
www.fremont.gov/humanresources

The Position Continued

The incumbent will be responsible for properly cooked, economical, and wholesome, well balanced meals in City operated Age Well Centers. This position is not limited to being responsible for the assignment of work, supervision and evaluation of paid and volunteer food service workers. The review and approval of proposed menus, food purchases, control and monitoring of expenditure rates; and institution of disciplinary actions are functions reserved for the Program Coordinator or Age Well Center Managers.

Examples of Duties

- Plan menus with consideration for the dietary needs of older adults, wholesomeness, quantity of food to be prepared and budgetary constraints.
- Estimate food requirements and requisitions for food and supplies.
- Prepare, cook, and serve a wide variety of foodstuffs for quantity food service.
- May cut/carve and cook meats; bake breads, cakes and pastries; peel and prepare vegetables; and make salads.
- Place food in serving containers and serves food.
- Maintain proper temperature, rotation and storage of food.
- Direct and assist in cleaning kitchens and kitchen equipment after each meal.
- Estimate food requirements and requisitions for food and supplies.
- Direct and assist in the cleaning of the kitchen and kitchen equipment after each meal.
- Oversee that the kitchen and equipment are kept clean, sanitary and in proper working condition. Schedule regular maintenance of kitchen equipment as needed. Maintain standards of safety and sanitation in kitchen area.
- Recruit, train, supervise, instruct, and direct employees and volunteers assigned to working in the kitchens.
- Develop and support additional meal programs, including, but not limited to fundraisers, catering events and cooking demonstrations and special events.
- Keep records and prepare reports as required. Inclusive of any certification requirements and/or medical clearances required of subordinate employees and volunteers.
- Oversee community garden program, including crop rotation, seasonal planting, and maintenance assignment.
- Coordinate with office staff, marketing and sales strategies to increase visibility and participation for meal programs.
- Ensure kitchen compliance with health regulations and participate in health inspections.
- Other duties as assigned.

The complete class specifications can be viewed [here](#).

The Ideal Candidate

The ideal candidate will have considerable knowledge of the dietary needs of older adults and portion control, proper methods of preparation and cooking of large food quantities, food nutritional values and proper dietary combinations; volume food purchasing through wholesaler and/or government food commodity programs within a determined budget; kitchen sanitation and methods of cleaning, care of kitchen equipment; occupational hazards and safety precautions. Incumbent must have the ability to follow recipes for food preparation in large quantities; plan and organize menus, and prepare required quantities with minimum waste.

The Ideal Candidate Continued

The successful candidate must possess the physical and mental capacity to work under the conditions described in this document and to perform the duties required by their assigned position, as well as the following:

- Ability to maintain effective, respectful working relationships with older adults and volunteers.
- Experience working in a fast-paced environment.
- A positive customer service attitude.
- Experience working with diverse communities.
- Ability to multi-task while working at multiple lunch sites.
- Be a great team player, with new ideas and a “can-do” attitude.

Education and Experience

Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: high school diploma or equivalent and two years experience as a cook, preparing all elements of full course meals, in a facility which prepares at least 50 full course servings per meal. At least six months of the above experience must have been in a supervisory capacity. State approved, full time vocational school course work in quantity food preparation, equipment sanitation and safety, may be substituted for up to six (6) months of the above two-year experience requirement.

Possession of the following is highly desirable:

- Graduation from culinary school.
- Basic working knowledge of Microsoft Word and Excel spreadsheets.
- Bilingual language skills (Spanish, Farsi, Hindi, Mandarin).
- Experience working with unsheltered individuals.
- Experience working with volunteers.

Licenses/Certifications/Special Requirements

- Possession of a valid Class C California Driver’s License is required by time of appointment.
- Ability to lift and carry up to 50 pound boxes or bags.

Application Process

Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>

Selection Process

The process may include oral panel and individual interviews, professional reference checks, fingerprint check for criminal history, medical evaluation, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

SUPPLEMENTAL QUESTIONNAIRE

Completion of this supplemental questionnaire is required for your application to be considered for the Chef / Food Service Manager position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

- 1.** Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.
 - Yes
 - No
- 2.** What is your highest level of education?
 - Did not complete high school or equivalent
 - High school diploma or equivalent
 - Some college
 - Associate’s degree
 - Bachelor’s degree or higher
- 3.** Do you have at least two (2) years of professional experience as Chef/Food Services Manager in a facility that prepares at least 50 full course servings per meal? If yes, please describe your responsibilities and specify if your experience includes at least six months of experience in a supervisory capacity. If no, enter “n/a”. *Please limit your response to no more than 500 words.*
- 4.** Do you have any full-time vocational school coursework in quantity food preparation, equipment sanitation, and safety? If yes, describe your experience and include all school course work that you have taken. If no, enter “n/a”. *Please limit your response to no more than 500 words.*
- 5.** Do you possess a currently valid Class C California Driver’s License?
 - Yes
 - No
- 6.** Do you possess a currently valid ServSafe Certificate?
 - Yes
 - No