



Bean's Cafe, Inc.

Job Description

Job Title: Executive Chef	Employment Status: Full Time
Department: Food and Beverage	FLSA Status: Exempt
Report to: CEO	Location : Anchorage, Alaska

Mission Statement: Bean's Cafe exists to fight hunger and homelessness one meal at a time.

Job Summary:

Reporting directly to the CEO, the Executive Chef leads the daily work of food preparation, purchasing, production, inventory control, and ordering. This position guides and supports associates, helps create a strong and dependable team, and sets clear standards for safe, efficient, high-quality food service operations.

Supports Vision:

The Executive Chef supports the organization's vision by maintaining reliable, well-organized food service operations that uphold quality, consistency, and compliance with food handling standards. Through leadership, coaching, and sound inventory practices, this role helps ensure meals are prepared and delivered efficiently in support of Bean's Cafe's mission.

Key Responsibilities:

- Lead, guide, and train associates to support daily food service operations. Provide coaching to improve staff skills and confidence in a kitchen environment.
- Manage food production cycle to include hands on training of associates to prepare menu items.
- Oversee food preparation and production to ensure consistency, quality, and timeliness.
- Establish and review standards for quality, sanitation, and safe food handling.
- Manage inventory levels and ordering to maintain adequate stock and minimize waste.
- Coordinate purchasing of food and supplies in alignment with operational needs and budget expectations.
- Monitor food safety, storage, and compliance with state and local requirements.
- Review workflows and implement improvements to support efficiency and reliable operations.
- Maintain accurate records related to inventory, ordering, receiving, and department operations.
- Perform periodic physical inventory counts and audits to ensure items are stocked in the correct quantities and locations.
- Resolve inventory discrepancies between system records and physical counts through stock checks, cycle counts, research, and product correction.
- Participate in community events as a representative for the organization.
- Perform other duties as assigned.

Required Skills/Abilities:

- Strong leadership, coaching, and team development skills.
- Knowledge of food preparation, production standards, sanitation, and safe food handling practices.
- Ability to manage inventory, purchasing, and ordering processes with accuracy and attention to detail.
- Strong organizational, planning, and problem-solving abilities.
- Ability to communicate clearly, build rapport, and work collaboratively across departments.
- Ability to prioritize multiple tasks and adapt to changing operational needs.
- Proficiency with basic computer systems, recordkeeping, and common office software.
- Exhibits dedication to the mission and vision of the organization.

Background and Experience:

- High school diploma or equivalent required.
- Degree in hospitality or related field of study preferred.
- Five years of progressive experience in food service, purchasing, inventory, or a related operational environment required, including at least one year in a leadership role.
- Experience managing a kitchen including overseeing food production.
- Experience using Fishbowl or other inventory system preferred.
- Must have Municipality of Anchorage Food Handler's Card or ServSafe contingent upon 30 days of hire.

Physical Requirements:

- Must be able to climb stairs.
- Must be able to work with background distractions.
- Must have normal range of hearing and vision with or without correction.
- Must be able to lift 50 pounds from the ground up.
- Must have manual dexterity sufficient to use technology, office equipment and supplies, etc.

This position will be funded by a State of Alaska and Municipality of Anchorage Human Services Community Matching Grant. In compliance with Municipality of Anchorage Equal Employment Opportunity Contract and Grant Compliance requirements, all qualified applicants for this position will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.