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@HeadlandsArts

Title: Assistant Chef
Department: Operations
Reports to: Executive Chef
Status: Salaried, Non-Exempt
Salary Range: \$55,000-\$60,000. The total compensation includes a generous benefits package with medical, dental, vision, 401(k), and paid time off (PTO).
Schedule: Full time, 40 hours/week; weekend and evening work required.

About Headlands Center for the Arts

Headlands Center for the Arts is a multidisciplinary, international arts center dedicated to supporting artists; the creative process; and the development of new, innovative ideas and artwork. Where we are is as important as what we do. Our campus comprises a cluster of artist-rehabilitated military buildings, just north of the Golden Gate Bridge at historic Fort Barry in the Marin Headlands, a part of the Golden Gate National Recreation Area.

Mission

Headlands Center for the Arts provides an unparalleled environment for the creative process and the development of new work and ideas. Through a range of programs for artists and the public, we offer opportunities for reflection, dialogue, and exchange that build understanding and appreciation for the role of art in society.

Position Description

The Assistant Chef is an integral member of the Kitchen Program and plays a key role in the success of Headlands' highly regarded food program. Specific responsibilities include meal preparation five nights per week during the Artist in Residency season, and ongoing maintenance of the kitchen. Meals vary from small private dinners, ranging from 15–30 guests, to large public events of 100+ diners, including family-style dinners and cafes. Culinary skills that are regularly used in the Headlands kitchen include light butchery, meat cookery, fish prep, vegetable prep, bread and pastry production, and vegetable fermentation.

Responsibilities

All of the duties and responsibilities outlined below are essential job functions subject to reasonable accommodation. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other non-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and will regularly be reviewed.

- In collaboration with the Chef, menu planning and prep for regular evening meals Sunday – Thursday, as well as additional public and private events throughout the calendar year.
- Share the responsibility with the chef of ordering dairy, dry goods, meat, and produce, and managing the inventory of stock.
- Support the cleanup and dishwashing for daily activities and help with regular breakdown, deep cleaning, and maintenance of the kitchen and equipment.
- Manage end-of-night reset of the kitchen and dining room and building closure.



- Maintain a clean, well-organized, and safe working environment, which includes acquiring and maintaining an up-to-date ServSafe Food Handler Certification.
- Interface with program participants, staff, outside vendors, and the general public in a friendly, professional manner.
- Assist in the training of additional kitchen staff and volunteers, as needed, and participate in the culinary education of our live-in kitchen intern.
- Occasionally lead meal preparation, and independently oversee interns and/or staff toward the execution of meal preparation and cleanup.
- Help to manage additional on-call kitchen help, including volunteer training during larger kitchen events.
- Help to set and arrange mess hall furniture, maintain and organize the dish pantry, and keep refrigerators and freezers organized, clean, and free of expired foods.

Position Requirements

- An interest in cooking with local/organic/seasonal ingredients, a willingness to learn, and a positive attitude
- At least three years of prior professional cooking and/or baking experience
- This is an open kitchen and people visit the building frequently; the ability to greet and assist staff, artists, and the public in a friendly, patient manner is essential
- Interest in or familiarity with the arts is a plus
- Familiarity with Google Suite and Mac OS
- Excellent interpersonal, communications, and collaborations skills
- Excellent client services skills
- Demonstrated awareness, experience, and competence in working with a diverse, multi-racial, multicultural, and varied socio-economic client population
- Experience with or willingness to learn about diversity, equity, and inclusion initiatives
- Due to our Marin Headlands location, reliable vehicle access is required
- Must be able to work nights and weekends

Physical Requirements

- Frequently required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms
- Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl
- Must be able to stand for extended periods of time
- Must be able to lift up to 25 lbs.

To Apply

Headlands Center for the Arts is committed to a diverse and pluralistic workplace. People of Color and members of the LGBTQIA community are strongly encouraged to apply.

Interested candidates should email a single PDF attachment that includes both a cover letter and resume to jobs@headlands.org. The subject line of your email should be "Assistant Chef/your name."

Review of applications will begin Monday, February 6, 2023 and continue until the position is filled. Please note that due to the volume of applicants, only candidates who will be invited to interview will be contacted. Anticipated start date is March, 2023

Equality Employment Opportunity Policy



Headlands Center for the Arts is committed to a diverse workplace and strongly encourages applications from all qualified individuals, as such Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual's race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. Headlands will afford equal employment opportunities to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.