



Head Chef

MMI Preparatory School in Freeland, PA seeks a culinary professional for the 2025-2026 school year who can effectively manage an in-house kitchen with two part-time prep staff. This position is responsible for all development, costing, cooking as well as serving of meals and snacks for a small independent school. Prior culinary management with largescale production of meals required. Catering, hospital, and/or education food service experience is helpful.

Job summary: Essential functions of the position include but are not limited to all aspects of running a kitchen and its staff in the development of menus, production of meals for large groups, and service of food from a well-maintained kitchen in support of the MMI educational program.

Hours: Must be flexible based on kitchen needs and school events. May include evenings and weekends.

Responsibilities:

- Designing and executing menu for lunch, in house catering, and snacks for an educational institution that are nutritionally sound, appropriately portioned for athletes and non-athletes, and that incorporate seasonal as well as locally sourced ingredients from August to May.
- Maintaining inventory for daily operations while overseeing all ordering for the kitchen in a cost effective manner using resources to ensure well- balanced, nutritious, and good tasting menu options that appeal to students and faculty alike.
- Oversight of the daily operations of food and beverage service for breakfast, lunch (x2), in house catering, and snacks for the dining hall.
- Management of kitchen staff to ensure efficient execution, appropriate prep, and safe kitchen operations including safe food handling, maintenance of a sanitary kitchen environment, and production of good tasting food.
- Responsible for managing food, labor, and other kitchen costs in accordance with the budget and maintaining all cost related records and recipe archive.

-Fostering communication with administration, faculty, and student groups regarding the lunch program. Responsible for introducing a variety of food options.

-Continuous training of kitchen team members.

Job Skills and Requirements:

- At least 3 years of kitchen management/food prep related experience including meal planning, costing, sourcing, prepping, and ordering of supplies.
- ServSafe certificate required.
- Proficient knife skills.
- Can perform multiple tasks simultaneously and can manage time appropriately.
- Punctual and practices good personal hygiene.
- Tactful and courteous in dealing with internal and external constituents.
- Knowledge of business and management principles involved in kitchen operations.
- Pennsylvania Department of Education background clearances must be obtained prior to hire.