



mobilemeals

MOBILE MEALS OF TOLEDO, INC.

9/2026

HEAD PRODUCTION CHEF

Mobile Meals of Toledo (MMoT) is a nonprofit established in 1967 to support seniors and the medically fragile in the greater Toledo area with access to nutritious meals and social connection, enabling our neighbors to age in place and enjoy a healthy, safe, and independent life.

Job Summary:

The Head Production Chef is responsible for daily production of high-volume, nutritious meals tailored for seniors, managing cooking staff, and maintaining the highest food safety standards. Specific duties include following standardized recipes, tracking inventory, and accommodating dietary restrictions. This position will collaborate with the Dietary Manager and Food Production Manager to produce nutritional and culturally appropriate senior meals and will report directly to the Kitchen Director.

Key Responsibilities:

- Prepare large volume daily hot and frozen meals according to production schedule using approved recipes and dietary guidelines.
- Modify meals for specific health needs, low-sodium diets, diabetics, and medically tailored meals.
- Manage kitchen inventory, assist in ordering food supplies, and log refrigerator temperatures.
- Maintain clean workspaces and follow health-code sanitation rules.
- General Maintenance of all Kitchen Equipment

Staff Supervision:

- Manage, train, and evaluate cooking staff.
- Foster a positive work environment and address any staff issues or concerns.

Quality Control:

- Maintain high standards of food quality and presentation.
- Monitor and ensure compliance with food safety regulations, including proper handling, storage, and sanitation practices.
- Conduct regular inspections and audits of kitchen equipment and facilities.

Inventory Management:

- Help oversee inventory of food supplies and kitchen equipment.
- Collaborate with the Food Production Manager to order and manage stock levels and reduce waste.
- Implement cost-effective purchasing strategies and budget controls.

Menu Planning and Nutrition:

- Work with Dietary Manager to ensure all menus and recipes are within nutrition guidelines.
- Collaborate with the team to develop and ensure culturally sensitive meals are being prepared to meet our diverse client needs.

Compliance and Reporting:

- Ensure kitchen operations comply with local health and safety regulations.
- Maintain accurate records of food production, time and temperature records.

Collaboration and Communication:

- Collaborate with Food Production Manager to create Standard Operating Procedures for changing production processes.
- Communicate effectively with all kitchen staff, vendors, and volunteers.

Continuous Improvement:

- Identify areas for improvement in kitchen operations and implement changes.
- Stay updated on industry culinary trends.
- Promote a culture of innovation and continuous improvement within the team.

Qualifications:

- Degree or Certificate in culinary arts or food Service Management, or related field preferred.
- Proven experience in high-volume, large batch kitchen.
- Strong knowledge of food safety regulations and best practices.
- Excellent organizational and communication skills.
- Ability to manage multiple tasks and work in a fast-paced environment.
- Proficiency in Microsoft Office.

Physical Requirements:

- Ability to lift and carry heavy objects, such as food supplies and equipment.
- Capability to stand for extended periods and perform physical tasks related to kitchen operations.
- The role frequently interacts with others.

Work Environment:

- This role involves working in a commercial kitchen environment with exposure to varying temperatures, noise levels, and potential hazards associated with food preparation.
- The regular work schedule is Monday – Friday, 6 am – 2:30 pm. The schedule may include very limited evenings and weekends.
- The position does require limited support for the agencies' special event fundraisers.

Job Type:

Full-time, Salary Pay Rate: \$42,000 to \$50,000. Benefits: Medical, Dental, and Vision coverage. Short-term and Long-term disability. 403(b) with 3% match after 6 months. Two weeks paid vacation, two weeks personal time off, and 10 paid holidays.

Additional Information:

The above list of duties describes the general nature and level of work performed by individuals assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the individuals, nor is it intended to limit or modify in any way the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

Applicants don't have to satisfy every requirement or meet every qualification listed. We encourage you to apply if your skills are transferable and you are in the ballpark with competencies and attributes. Applying allows you to be considered. We are a welcoming, kind, and inclusive team that works collaboratively to support our clients and one another. Our effectiveness depends on our staff's uniqueness and lived experiences. Because of this, we strongly encourage people of all backgrounds and communities to apply.

Mobile Meals of Toledo is an equal-opportunity employer and complies with all applicable federal and state laws regarding nondiscrimination.