



Big Wave Group

Culinary Director / Executive Chef (Commercial Kitchen Launch)

The **Big Wave Group**, a 501(c)(3) nonprofit based in Half Moon Bay, CA, seeks a seasoned, hands-on chef and culinary operations leader to **launch and manage a new commercial kitchen** at the newly built **Big Wave Center** in Half Moon Bay.

This role will design and operate a daily food program that serves approximately **40 adults with intellectual and developmental disabilities (IDD)**, along with caregivers, staff, and visitors, **seven days per week**. The Kitchen Manager / Executive Chef will be responsible for all aspects of kitchen setup and operations, including menu development, food production, food safety compliance, purchasing and inventory, staff supervision, and day-to-day execution.

The position supervises **one part-time kitchen helper** and supports interns, which may include interns from the IDD community, sometimes accompanied by job coaches. This is a **foundational role** at the opening of the Big Wave Center and offers a unique opportunity to shape a high-quality, mission-aligned food program from the ground up. The position reports to the **Executive Director**.

About Big Wave Group

The mission of the Big Wave Group is to provide **access to opportunity, lifelong housing, and a strong sense of community** for adults with intellectual and developmental disabilities.

The **Big Wave Center**, expected to open in **June 2026**, is a 50,000-square-foot, purpose-built campus designed to be a premier destination for the IDD community across the Coastside and the **greater Bay Area**. The Center includes:

- 38 apartments (studio, one-, and two-bedroom units)
- A commercial kitchen supporting daily meals
- A Culinary & Catering Program and Day Program
- A Fitness and Recreation Club
- A Game Room
- A 10,000-square-foot outdoor events courtyard and outdoor kitchen

The Culinary & Catering Program and the Day Program will be operated by **tenant organizations**. The nearby **Big Wave Farm** has served the IDD community for many years and remains an integral resource.



Key Responsibilities

Kitchen Launch & Operations

- Set up and organize the commercial kitchen (including dry storage, walk-in refrigerator/freezer, recycling, and small wares).
- Develop and implement **standard operating procedures (SOPs)** for sourcing, receiving, storage, inventory, sanitation, equipment use, and safety.
- Ensure full compliance with all **local health department, food-safety, and workplace-safety regulations**.
- Maintain a clean, organized, and inspection-ready kitchen at all times.
- Hire, train, schedule, and supervise one part-time kitchen helper.
- Train and direct interns, including individuals from the IDD community, as appropriate.
- Coordinate routine preventive maintenance and service/repair for all kitchen equipment.

Menu Development & Meal Preparation

- Design a food program with pre-determined menus for each meal period, and one alternative option, aligned with resident needs, service style, and operational capacity.
- Plan and prepare **high-quality, nutritious, flavorful, and seasonal menus** that accommodate allergies, preferences, portion needs, and special diets.
- Maintain a **strictly peanut-free kitchen**, including purchasing, storage, preparation, and labeling protocols.
- Communicate menus in advance to residents, caregivers, and parents/guardians.
- Oversee daily meal production, portioning, safe food handling, cooling and storage, labeling, and rotation.
- Engage with residents and caregivers during meal service to gather feedback and continuously improve offerings.

Partnerships, Sourcing & Budget

- Manage the food service budget (food, labor, and operating expenses) within established parameters.
- Monitor inventory levels; place food and supply orders; and implement cost-effective purchasing practices.
- Collaborate with **tenant organizations and partners** operating within the Center's kitchen and program spaces.
- Build relationships with **local restaurants, farmers, and vendors** to support donated and/or discounted ingredient sourcing.
- Partner with the **Big Wave Farm Manager** to plan seasonal ingredient use across the Farm and Center.



Qualifications & Experience

- **3–5 years of leadership experience** in a commercial kitchen environment (e.g., Executive Chef, Chef de Cuisine, Kitchen Manager, or Culinary Manager).
- Strong skills in menu planning, batch production, food preparation, and service execution.
- Culinary degree/certificate or associate degree (or higher) in Culinary Arts, Food Science, or a related field preferred.
- Working knowledge of nutrition, modified diets, and their impact on menu development.
- Demonstrated knowledge of food safety and sanitation standards.
- **ServSafe Food Protection Manager certification required** (or ability to obtain within a specified onboarding period and maintain throughout employment).
- Ability to operate all kitchen equipment, maintain cleanliness, and establish ongoing maintenance processes.
- Experience working with—or a demonstrated commitment to—the **IDD community** preferred; alternatively, experience with school or senior meal programs.
- Warm, patient, respectful, and professional style.
- Ability to foster a positive work environment and collaborate effectively with caregivers, parents/conservators, vendors, tenants, and partners.
- Comfortable using basic computer tools (email, Word, Excel) for scheduling, ordering, and documentation.
- Ability to lift up to 40 pounds, stand for extended periods, bend/stoop, and work safely in a hot kitchen environment.
- Ability to communicate effectively in English (reading, writing, and speaking).
- Schedule includes weekends; availability to work **at least one weekend day** (typical schedule averages five days per week).
- Valid driver's license and reliable transportation.

Compensation & Benefits

- **Salary range: \$90,000 – \$100,000 annually**, commensurate with experience.
- Job includes benefits.

How to Apply

Please email food@bigwaveproject.org

- A resume
- A brief note of interest
- (Optional) A sample menu or description of similar food programs you have led