

Shepherd Wellness Community Job Posting

Chef/Wellness Dinner Coordinator: a full-time, salaried staff position with benefits

Updated 8/26/2026 with direct link [Indeed.com](#)

Shepherd Wellness Community is the only HIV/AIDS community in western Pennsylvania and our center is located in the Bloomfield neighborhood of Pittsburgh. Our mission is helping people living with HIV/AIDS improve their wellness. We provide nutritious meals and wellness programs for our members. Please see our website at www.swconline.org.

We are accepting applications for a Chef/Wellness Dinner Coordinator: a full-time, salaried staff position with benefits. This position reports to the Executive Director.

Meetings to attend: Staff meetings as scheduled (1st & 3rd Tuesdays or as scheduled)

Work Schedule: As scheduled, typically 36-38 hours per week, with occasional weekend or special events, major holidays off.

Compensation: Salaried at \$50,000/year. Medical/Dental/Disability provided. Accrued PTO (10 days/year to start). 403B pension plan. Normally Mon-Fri, with meal night duties finishing 7-8:30 pm. Office days 10-5.

Essential Responsibilities:

1. Plan Menus for Monday, Wednesday & Friday Wellness Dinners at the SWC center in Bloomfield.
2. Manage purchase of food and supplies
3. Maintain Allegheny County Board of Health certification standards
4. Prepare and serve Monday & Wednesday Wellness Dinners (40 portions)
5. Prepare and manage food service for Friday Wellness Dinners (appetizers and 60 portions), including orienting and supervising volunteers and kitchen staff and ensuring Board of Health food safety guidelines are strictly followed
6. Prepare and serve occasional special event meals, as requested by supervisor.
7. Other tasks as assigned by supervisor.
8. PTO hours entered into ADP through an app. SWC pays monthly by direct deposit.

Qualifications Required:

This position requires a friendly, organized person who can take initiative to carry out essential responsibilities related to planning, preparing and serving SWC Wellness Dinners.

Culinary and nutritional training and experience are required for this position. People living with HIV are encouraged to apply. A working knowledge of the nutritional/health needs of HIV+ people is necessary and preferred. Training provided as needed.

This position requires Food Safety Manager Certification by the Allegheny County Health Department. If certification training is needed, SWC will pay for the course and the time to attend the course.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required in this position:

- Ability to relate well to a diverse constituency of clients, staff, and volunteers.
- Ability to instruct and effectively manage volunteers and kitchen staff.
- Ability to plan nutritious menus and manage ordering food and supplies from purveyors.
- Ability to prepare and serve meals on Mondays and Wednesdays and prepare and supervise meals on Fridays with the assistance of volunteers and staff.
- Ability to take initiative to manage responsibilities with minimum supervision.
- Confidentiality and discretion related to all SWC business.

All SWC staff must sign a pledge of confidentiality and must treat clients, other staff, and volunteers with courtesy and respect.

Physical Demands:

While performing the duties of this job, the individual is required to climb steep flights of stairs to the SWC basement. The individual must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate to loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Evaluation:

It is the policy of Shepherd Wellness Community that all paid and volunteer staff be evaluated at least yearly by the staff person to whom they report.

Probationary Period:

Initial evaluation for this position will take place after a probationary period of 6 months. During this time, the supervisor appraises the employee's:

- Ability to learn and perform job duties
- Quality of work
- Productivity
- Work habits
- Cooperation
- Attendance
- Punctuality
- Other standards and expectations specific to the employee's work situation

Statement of Non-Discrimination: All applicants receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, sexual orientation or gender identity, or the presence of a non-job-related medical condition/disability.

Please submit a COVER LETTER and RESUME by September 2, 2026 at

<https://www.indeed.com/job/chefwellness-dinner-coordinator-3bfc1bf5c1b48d5b>

No calls please.