



## **Assistant Culinary Director Job Description**

**Purpose:** To assist the Culinary Director (CD) with the day-to-day operations and management of the VP Kitchen.

### **KEY RESPONSIBILITIES**

#### **1. Kitchen Operations**

- a. Responsible for helping the CD run the kitchen during client meal preparation.
- b. Produce high quality meals that are nourishing, visually appealing and delicious.
- c. Create weekly packaging list, and prepare labels for Volunteer Packaging Coordinator.
- d. Determine best needs for remaining ingredients in cooler, and help volunteers process for long term storage if needed.
- e. Help Recruit & train adult & student volunteers for kitchen, cultivating volunteer relationships.

#### **2. Menu and food procurement**

- a. Assist CD with recipe development and testing.
- b. Collaborate with the CD to create client and event menus, cooking classes & additional events.
- c. Maintain software to track menu plans and recipes – adding new recipes and menus as needed.
- d. Inventory and coordinate weekly ingredient needs with Shopping and Garden Leaders, assist CD with ordering food from vendors.
- e. Inventory and order delivery containers & kitchen supplies.

#### **3. Events**

- a. Collaborate with Staff on ideas and execution for educational cooking classes, dinners and events.
- b. Help create Cooking Class Curriculum for distribution and class setup when needed. Run classes when Culinary Director is not available.
- c. Member of Planning & Execution team for all major fundraisers including but not limited to: NOURISH & Project Pedal. Additional work time may be required before major fundraisers.

#### **4. Relationships**

- a. Reports directly to the Culinary Director, who will conduct quarterly reviews and goal setting.
- b. Position is a part of the VP staff team and attends weekly staff meetings.
- c. Supervises volunteers in the kitchen, including adults & students.
- d. Provide leadership and growth to our volunteers – both adults and students.

### **QUALIFICATIONS**

1. Understanding of and passion for Village Project Mission, Vision, and Ideals
2. Serv Safe Certification – this may be obtained after hire.
3. Understanding of various cooking methods, ingredients, equipment and procedures.
4. Professional Cooking and Event Experience preferred.
5. Familiar with industry's best practices.
6. Proficient in the use of Google Docs, Apple Software and willing to learn VP Data Base
7. Love of youth

### **LEADERSHIP SKILLS**

1. Desire and ability to Equip, Empower, and Encourage volunteers.
2. Sense of humor.
3. Excellent Communication Skills.
4. Direct, positive, and constructive when addressing conflict.
5. Patient with circumstances and people.
6. Accuracy and speed in handling emergency situations and providing solutions.

### **PHYSICAL REQUIREMENTS**

1. Must have sufficient mobility including, but not limited to bending, turning, twisting upper body, reaching.
2. Be able to transport and carry objects up to 50 pounds.
3. Must be able to work while standing and moving at a rapid pace.
4. Must be able to complete the job functions in a variety of temperature ranges, including cold temperatures in the cooler/freezer and warm temperatures in the kitchen area.

**TIME REQUIREMENTS: 25 hours per week**

1. Attend kitchen & staff meetings on Mondays.
2. Must be in building during student cooking times on Tuesday, Wednesday & Thursday afternoons.
3. Attend special events when available.
4. Covers for Culinary Director as needed.
5. Attend NOURISH & Project Pedal.

**Sample Weekly Hour Summary – 25 hours.**

Weekly schedule may vary.

**Menu Development – 2 hours**

This includes creating shopping list, weekly prep (printing recipes, labels, creating pkg list, etc.) testing recipes, etc.

**Food Procurement – 4 hours**

Ordering food from vendors / online, picking up food, organizing for the week, food donations.

**Cooking – on average 15 hours**

**Volunteers – 1 hours**

Review Volunteer Schedule & work with Scheduling Coordinator to fill holes. Build relationships, training, talking with kids, etc.

**General Office Time – 1 hour**

This includes returning phone calls, emails, working on kitchen schedule, budget, etc.

**Staff – 2 hours**

Staff Meeting & Weekly Kitchen Meeting to review weekly recipes, assist with questions, etc.

**Events - varies throughout the year.**

**NOURISH – 2/23/2019**

**Project Pedal – 6/15/2019**