



BOYS & GIRLS CLUB
OF COLLIER COUNTY

POSTING ANNOUNCEMENT

TITLE: Culinary Assistant

PERFORMANCE PROFILE SOURCE: Specialist

REPORTS TO: Culinary Director

CLASSIFICATION: Exempt Non-Exempt

POSITION SUMMARY: Responsible for assisting in the facilitation of snack and meal delivery to club members in the after-school and summer enrichment programs. Meals are prepared under USDA guidelines with focus on health and taste.

QUALIFICATION /REQUIREMENTS:

Knowledge

Demonstrated knowledge of principles related to culinary arts.

Education/Certification

Valid Food Handlers Management Certification.

Experience

Minimum of three years' experience in a high volume kitchen.

Skills required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting,
- **Decision Making Skills:** Analyzing, Interpretation , Quick Decision Making under Pressure
- **Developing Organizational Talent:** Delegating
- **Leadership Skills:** Team Building
- **Personal Initiative Skills:** Organizational Awareness, Striving for Excellence, Professional Development
- **Planning Skills:** Action Planning and Organizing, Monitoring
- **Relationship Skills:** Teamwork
- **Safety, Health and Environment Skills:** Supporting a Safe Environment

KEY ROLES - Competency Areas:

HEALTH AND SAFETY

Ensure a Clean, Healthy and Safe Environment following all HAACP and Health Dept. regulations

PROGRAM DEVELOPMENT AND IMPLEMENTATION

Assist with maintaining Culinary Programs, Services, Special Events, Menus, and Staff Lunch

SUPERVISION

Assist in the mentoring of Part-time Junior Staff.

TECHNOLOGY

Update and Maintain Skills in Use of Current Equipment Technology and Information Management Systems.

PARTNERSHIP DEVELOPMENT

Develop Partnerships with the local Community, Restaurants, Members, Schools, Farmers and Food Distributors.

ADDITIONAL ACCOUNTABILITIES:

Other Responsibilities

- Ensure employee lunch meal gets completed on time daily.
- Product Quality Control
- Daily Preparation of meals.
- Catering Parties

Relationships

Internal:

Maintain daily contact with Club staff, including full time, part time, program and volunteers, to discuss issues challenges and opportunities; provide and receive information as warranted.

Other Requirements

- Valid (state) driver's license
- Meet the eligibility of insurance company regulations for operating Club vehicle(s)
- Be able to follow directions and read a recipe.
- Ability to travel between Naples and Immokalee

ENVIRONMENTAL AND WORKING CONDITIONS:

All work is conducted in a Club setting, indoors and outside. Limited travel is required.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Maintain a high energy level.
- Be able to perform under pressure.

- Regularly speak clearly and hear the spoken word.
- Be able to lift 50 lbs and stand for long periods of time.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

To Apply:

Qualified interested candidates will send cover letter, resume and salary requirements to Jaime Buitrago, Human Resources at jbuitrago@bgccc.com. Position will remain open until filled.

EOE/DFWP/SFWP