



Title:	Culinary Coordinator
Reports To:	Director of Culinary Operations
Salary Range:	\$43,000-\$50,000 based on experience (non-exempted)

Job Summary

The Culinary Coordinator provides kitchen support to produce high quality meals for all members, staff, and guests. Responsibilities include prep work, timely turn out of meals, meal presentation, and overall strong culinary skills. The Culinary Coordinator will support the kitchen staff team with prepping and serving meals, cleaning the kitchen area, and working as a close team. This position will specifically ensure that daily operations for the Nichols club and the Blue Canteen run smoothly.

Key Responsibilities

Knowledge /Skills Required

- Positive attitude with a strong belief in team mentality.
- Food handling and safety protocols adhering to Health Department guidelines.
- Common core knowledge of the basic cooking methods.
- Menu development in compliance to state meal patterns.
- Strong communication skills, both verbal and written.
- General food nutritional facts.
- Ability to multi-task and delegate.
- Ability to cook multiple stations simultaneously.
- Operation of food truck.
- Able to organize and schedule weekly/daily prep needs.

Additional Responsibilities:

- Assist with organizing special events.
- Lead in additional meal service programs (Seacrest, staff meals, Holiday meal kits, etc.)
- Maintain and organize all storage areas.
- Enforce FIFO
- Maintain knowledge with the following programs:
 - Paychex
 - Square
 - Excel
 - Outlook

Environmental and Working Conditions:

All work is conducted in a Club setting, indoors, outside, and food truck.



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- Maintain a high energy level.
 - Ability to adapt and overcome pressure.
 - Regularly speak clearly and hear the spoken word.
 - Stand for long periods of time.
 - Be able to lift 50 lbs. and stand for long periods of time.

Experience & Qualifications

The successful candidate will have a minimum of 5 years' experience in Culinary or similar organization at a level where knowledge, experience, and competency in the above roles were acquired. Demonstrated ability to plan and organize. Ability to recruit, supervise, train, and retain employees. The successful candidate will also be highly flexible and willing to work in a fast-paced environment.

Additional Qualifications

As a person you are:

- A passionate and high-energy champion of kids— you love building opportunities for success for staff and Youth Employees and bring versatile development knowledge and skillsets.
- A highly organized and self-motivated leader — you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.
- Valid (state) driver's license
- Meet the eligibility of insurance company regulations for operating Club vehicle(s)
- Ability to travel between Naples and Immokalee
- Attend required trainings when needed.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

Education

Valid Food Handlers Management Certification.

Compensation

\$43,000-\$48,000 commensurate with experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave.



To Apply

Qualified interested candidates please send resume to the Human Resources Dept. at hr@bgccc.com.

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.

EOE/DFWP/SFWP