



Sofia Quintero

art and cultural center, inc.

Administrative Offices located at:
The Jose Martinez Memorial Galeria
1222 Broadway St. Second Floor; Toledo, OH 43609

Nana's Kitchen; - Nana's Kitchen Coordinator and Chef

The Sofia Quintero Art and Cultural Center is seeking an individual to work as Nana's Kitchen Chef and Coordinator to further develop the vision of the kitchen. The individual would first be responsible in working with the Executive Director to develop a culinary program that offers a variety of educational and cultural culinary activities for the community while fulfilling the SQACC mission. The program should offer a variety of ways to allow the community to become involved in Nana's Kitchen while also looking to the future of being self-sustainable.

This position would work closely with our Events and Facilities Coordinator as well as our CENARE Coordinator and report to the Executive Director.

Qualifications: Individual needs to know how to cook a variety of cuisine (especially Latino based) for both small and large groups as well as be motivated to research and teach Latino dishes. Individual needs to have experience as a Chef (1-year minimum) and knowledge of working in a commercial kitchen with commercial equipment. The individual must be "ServSafe Certified" or become certified within 30 days of employment to retain employment. Bilingual skills are preferred: English and Spanish. Individual needs to be comfortable teaching/speaking in front of groups for culinary classes and events. Weekend and nights may be needed for events (prior notice would be given). Individual needs to be a team player and be comfortable multi-tasking different projects and duties. SQACC is looking for a motivated person with ideas that fall under SQACC's mission.

Salary: \$40,000; 40 hrs per week. No benefits provided.

Duties:

- Plan, organize, and implement cultural culinary classes for members of the community and Greater Toledo area (public or private). These classes should cover a variety of Latino cultures and their foods, as well as other cultures. The Chef needs to design and implement programs for a variety of ages.
- The individual should use USDA My Plate as an educational tool and other material to promote healthy eating habits.
- The individual may recruit other culinary teachers to participate in programs, that may offer additional knowledge and/or education.
- Individual needs to be able to work with youth in and outside of the kitchen. Individual will need to teach youth different cuisines as well as cooking styles, safety and using produce from Nana's Garden.

- Individual will need to network and find new partners (schools, after school programs, groups, etc.) that can take advantage of the culinary classes.
- Have knowledge of, meet and exceed in policies and procedures required by the Health Department.
- Design and update an inventory of equipment and supplies within Nana's Kitchen.
- Recruit and market to new groups, partners and organizations that may take advantage of Nana's Kitchen.
- Actively market Nana's Kitchen and its programming to the community, which includes but is not limited to social media, networking events, print, etc.
- The individual needs to have some knowledge of gardening to develop produce that can be used in Nana's Kitchen. The Chef will need to plant, harvest, and tend to Nana's Garden, along with the CENARE Coordinator.
- Responsible for set up, cleaning, organizing, restocking, etc. of the kitchen, pantry and storage areas to maintain consistent facility cleanliness and inspection requirements.
- Plan and prepare a menu and meal for SQACC events- retreats, major fundraisers, First Friday's, community cookouts, special events, etc.
- Develop, present and implement a menu for private rentals -when seeking a caterer.
- Prepare a kitchen budget for the year and submit it to the Executive Director as well as monitor the budget on a monthly basis.
- Attend and help out with general SQACC events or events that SQACC is asked to participate in that may not solely be culinary events.
- Submit monthly reports to the Executive Director and Board of Trustees.
- Communicate and manage current outside renters of the kitchen (upkeep, scheduling, payment, etc.)
- Search for additional funding and grants that can further the mission of Nana's Kitchen and its programming.
- Network and connect individuals in the community that may be interested in becoming donors and/or financially support SQACC and Nana's Kitchen.
- Attend weekly staff meetings to discuss events, programming, fundraisers, etc.
- Recruit volunteers for culinary events that may require additional help.
- Work with other staff members on tours, events and fundraisers, that may offer a culinary activity.
- Other duties as assigned by the Executive Director.

If interested in applying please email a cover letter and resume to eod.sqacc@gmail.com. In the cover letter please include a menu that you prepared for a prior event. Resumes and cover letters will be accepted until August 31, 2018.