



# KIPS BAY BOYS & GIRLS CLUB

## POSITION DESCRIPTION

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**TITLE:** Culinary Arts Director

**DEPARTMENT:**Programs

**REPORTS TO:** Senior Program Director

**LOCATION:** Frederic R. & Margaret Coudert Clubhouse

**SHIFT:** Weekdays 1:00 to 8:00 PM

**FLSA STATUS:** Full-Time Non-Exempt

### **PRIMARY FUNCTION:**

The Culinary Arts Director is responsible for overseeing the planning, development, implementation, and evaluation of the Culinary Arts program for youth between the ages of 6 and 18 within a designated Club. Program responsibility supports our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. The Culinary Arts Director also provides leadership and supervision to assigned program and volunteer staff; manages budgets and controls expenses as assigned. Must be able to teach youth proper techniques in the culinary world. The ideal candidate will be well versed in multiple aspects of the culinary arts and also be able to relate to the youth.

### ***Program Development and Implementation***

- Manage and maintain culinary arts learning kitchen. Included but not limited to all maintenance reports, equipment up-keep, cleanliness of space, and performance logs.
- Establish and maintain Clubhouse program goals and settings that insure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated, and well lit; and that club equipment is maintained in good working condition.
- Ensure the evaluation of the Culinary Arts program on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
- Control program and activity expenditures within approved budget.

- Host and conduct parent and community culinary workshops.

### ***Supervision***

- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements, and any problems/issues.
- Ensure productive and effective performance by all program staff and volunteers.

### ***Marketing and Public Relations***

- Increase visibility of the Culinary Arts program by submitting monthly reports and highlights to the Social Media Manager including announcements of upcoming events.

### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

**External:** Maintain contact as needed with external community groups, schools, member's parents and other to assist in resolving problems.

### **Qualifications:**

- Four-year degree in related field from an accredited college or university, or equivalent experience.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- CPR and First Aid Certifications or ability to obtain upon hire.
- Food Handlers License and OSHA certification are a plus.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

*Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.*

### **How to apply:**

Eligible candidates should submit their resume and cover letter to [Brittany.Icaza@kipsbay.org](mailto:Brittany.Icaza@kipsbay.org)  
Please put Culinary Arts Director, posting in the subject line.

