



This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Job functions may be subject to modification at the organization's discretion.

ANGELIC ORGANICS LEARNING CENTER JOB DESCRIPTION

POSITION TITLE: Kitchen Manager

REPORTS TO: On Farm Program Director

FLSA STATUS: Part-time, Non-Exempt

COMPENSATION: \$16/hour

- ~20 hours/week year-round; plus
- 4 weeks overnight summer camp (40 hrs/wk): July 10 - 14; July 17 - 22; July 24 - 28; July 31 - Aug 5

JOB SUMMARY: Angelic Organics Learning Center is looking for a dynamic individual to lead our culinary program. This person will be responsible for organizing and preparing healthy, creative and locally-based meals during summer camps, field trips, private rentals and other events requiring meals. The Kitchen Manager will manage the food service and kitchen operation at Angelic Organics Lodge including food purchase, preparation, service, and clean up according to all food safety standards. Occasional meals will be produced for use on the South campus. The Kitchen Manager will be responsible for maintaining all kitchen-related records, permits and licensing, and will have the opportunity to create and implement original culinary programming for online and in-person programs according to their desire and availability. Hours will be scheduled in advance, according to needs of programs.

DESCRIPTION OF SUPERVISORY RESPONSIBILITY

Occasional supervision of part-time kitchen and janitorial staff

EDUCATION AND EXPERIENCE

- Culinary degree desired, but not required
- 3 years kitchen experience, including serving as head chef
- Knowledge of IL standards for kitchen management and safety
- Experience cooking farm-to-table, vegan and vegetarian meals strongly preferred

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- Follow standards, procedures and systems for Lodge Kitchen.
- Plan menus to feature seasonal ingredients from the farm, including coordinating use of AO/AOLC-raised vegetables, eggs and meat.
- Purchase food and manage the food budget for all lodge-based programs in line with organizational standards.
- Prepare nutritious meals for lodge groups during overnight summer camps, field trips, rentals, events and programs, as needed.
- Lead instruction in meal preparation for participants in overnight summer camps and field trips, including safety and hygiene instruction.
- Monitor kitchen operations to meet standards; take corrective actions as needed
- Train and supervise dishwashers, kitchen staff, prep cooks/servers, when applicable; monitor kitchen staff to ensure standards and protocols are followed.
- Restore kitchen to standards at the end of a meal and/or program.
- Plan and implement culinary and educational food based programs for public, in person and virtual classes as well as participating in creating cooking videos for online media.

LICENSING/CERTIFICATION REQUIRED

- Valid CPR/ First Aid Certificate
- State of Illinois Food Service Sanitation Manager
- Must Pass Food Allergens Certification
- Must maintain a current driver's license, provide proof of insurance and vehicle registration.
- Must pass criminal background check

SPECIAL TRAINING REQUIRED

If not holding a certification in Safe Serv Food Service Handler, Food Service Sanitation Manager, CPR/ First Aid, training will be required

COMPETENCIES to perform the job successfully, an individual should demonstrate the following competencies:

- Highly organized with good communications skills
- Bi-lingual candidates (English & Spanish) are encouraged.
- Comfortable with public speaking
- While performing the duties of this job, the employee is regularly required to use force or lift up to 10-20 pounds; occasional up to 20-50 pounds in kitchen or farm setting, or moving equipment



WORK ENVIRONMENT environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Flexible scheduling, including occasional weekends and evenings
- Regularly subjected to: Kitchen environment and equipment
- Regularly subjected to: Farm or garden with outdoor conditions (mud, soil, manure, sweat)
- Shared, open office space with up to 6 other staff

TO APPLY

Please apply via our website here.