



*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 Coordinator and Chef**

### **Job Description**

The Sofia Quintero Art and Cultural Center is seeking to fill the position of “Nana’s Kitchen Coordinator and Chef to further develop the vision and sustainability of the kitchen. This position would be responsible for developing the use of Nana’s Kitchen thru products, events, rental use, classes and more. This position works closely with our Events and Marketing Coordinator as well as our CENARE Coordinator and reports to the Executive Director.

Type: This is a part-time hourly position with the possibility to increase in hours and job duties.

Hourly Rate: \$18.00

### **Job Responsibilities**

- Plan and prepare menu’s and meals 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.
- 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.
- Responsible for set up, cleaning, organizing, restocking, etc. of the kitchen, pantry and storage areas to maintain consistent facility cleanliness and inspection requirements.
- 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 weekly staff meetings to discuss events, programming, fundraisers, etc.
- 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 renters of the kitchen (upkeep, scheduling, payment, etc.)
- Work with other staff members on tours, events and fundraisers, that may offer a culinary activity.
- Have knowledge of, meet and exceed in policies and procedures required by the Health Department.
- Other duties as assigned by the Executive Director.

### Qualifications

- Individual needs to know how to cook a variety of cuisine (especially Latino based) for both small and large groups.
- Be motivated to research and teach culinary classes.
- Individual needs to have experience as a Chef (1-year minimum) and knowledge of working in a commercial kitchen with commercial equipment.
- Must be “ServSafe Certified Level #2” 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.
- Basic computer skills with Microsoft word, email, etc.
- Ability to work with others as well as independently.
- Belief in SQACC’s mission and the community we serve.

Please email a cover letter and resume to [eod.sqacc@gmail.com](mailto:eod.sqacc@gmail.com) by Friday, January 18, 2019. Please direct any questions to [eod.sqacc@gmail.com](mailto:eod.sqacc@gmail.com).