



BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER

Job Description Community Supper Coordinator

Title: Community Supper Lead Coordinator
Pay: \$20.00/hr
Status: Part Time: Non-Exempt
Reports to: Community and Youth Enrichment Programs Manager

Job Summary: Under the supervision of the Community and Youth Enrichment Program Manager, The Community Supper Coordinator provides culinary oversight of the Community Supper Dinners. The Coordinator will provide leadership in the development and production of new and existing recipes and menu items, provide culinary leadership, coordinate standardized recipes, and train all staff in recipe development, kitchen workflow efficiency, and operational equipment.

Primary Attributes:

- Must be a team player in attitude and actions
- Strong work ethic/reliable and trustworthy
- Capable of relating to individuals at all levels within the organization
- Excellent attention to detail
- Knowledge of different recipes
- Multitasking abilities
- Good research and analysis skills

Qualifications and Experience:

- Experience working as a chef
- Advanced knowledge of the culinary arts
- Perfectionism in sanitation and quality control
- Serve safe certified

Duties & Responsibilities may include, but not limited to:

- Supervises monitors, and oversees food preparation, and menu planning, and assists in food procurement operations and activities.
- Develops and prepares recipes that align with cultural dishes in mind
- Perform related duties as assigned
- Responsible for purchasing ingredients and food supplies while staying consistently within the budget provided
- Inspects supplies, equipment, and work areas for cleanliness and functionality
- Assisting with our Annual Community Thanks Supper

Knowledge, Skills, and Abilities:

- Follow complex, multi-step written, and oral instructions
- Be flexible while working with others in a wide variety of circumstances
- Operate equipment using a variety of standardized methods; problem-solving

- Work with others, using problem-solving skills to analyze issues, create plans of action, and reach solutions
- Recommend implementation of improvements in preparations and service for improved quality and effective standards
- Has knowledge of food handling and sanctuary procedures
- Inventory and cost controls
- Work under time constraints meet schedules and timelines
- Communicate effectively both orally and in writing

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is primarily performed within a kitchen setting. Must possess the mobility to work in a kitchen setting on your feet for a couple of hours and must be able to lift up to 15 lbs at a time.

At will statement:

Berkshire South is an "at will" employer. This term means that the employer or employee may terminate employment at any time, with or without notice and for any reason, and that the length of employment is considered indefinite. This is not a contract, neither explicit nor implied between Berkshire South and its employees.

I have reviewed and understand this job description. I understand that this job description in no way constitutes an employment contract.

Employee Name (Printed)_____Date_____

Employee Signature_____Date_____

Supervisor Signature_____Date_____