



Catering Coordinator/Back-up Chef

Job Description:

Cornucopia is a social enterprise located in Newport, VT and a program of Umbrella. Umbrella is an organization that has been serving women and families in Caledonia, Orleans and Essex Counties since 1976. Cornucopia is both a working kitchen producing fresh, nutritious meals for seniors as well as a job training program for a select number of adult women in culinary and hospitality skills.

The Catering Coordinator's primary responsibility will be to plan, create and coordinate Cornucopia's catering-related activities. This includes supervising and instructing trainees with the production of the food. The Catering Coordinator must have a passion for fresh food and a dedication to the nutritional well-being of the community. The ability to lead by example in a teaching setting and to instruct in a non-judgmental way is essential.

The Catering Coordinator/Back-up Chef is also responsible for overall kitchen operations in the chef's absence. This includes ensuring meals are produced, packaged and served in a safe, sanitary, high-quality manner, as well as providing supervision and instruction to program trainees and volunteers.

Catering Coordination

- a. Serve as the primary point of contact for all catering-related inquiries and respond to requests in a timely, courteous manner.
- b. Work in conjunction with the Chef-Instructor to develop seasonally-appropriate, cost-effective menu options that are nutritionally-balanced and use locally-sourced products whenever possible.
- c. Oversee program trainees in the production, packaging and delivery of all catering-related products.
- d. Work in conjunction with the Program Manager and Umbrella's administrative staff to creatively and effectively market the catering component of the program.

Kitchen Operations

- a. Act as lead cook in the Chef-Instructor's absence in a high volume food production kitchen
- b. Ensure that all safety and health procedures are followed and routine sanitation is included as on-going part of every work day
- c. Create and contribute toward a work environment that fosters teamwork, personal growth and self-confidence
- d. Promote and develop an environment of exceptional customer service
- e. Assist with menu planning and food ordering as needed
- f. Help to develop and strengthen relationships with vendors, customers, community partners and other food service providers.

Trainee Support & Instruction

- a. Supervise on-the-job training of kitchen trainees both on-site and at any catering related events, guiding them through skill building assignments while broadening their overall knowledge of relevant practices and procedures
- b. Work with the Program Manager to help with the planning and administering of on-going support and individualized training specific to trainee needs, providing feedback on trainee performance that assists with post-program job placement.

General

- a. Work under the supervision of the Project Manager and Chef-Instructor
- b. Participate in program-specific and organizational-wide staff meetings
- c. Other related duties as requested

Job Requirements

Work is typically performed in a kitchen setting with walking, standing, and heavy lifting required.

- Demonstrated ability to manage the daily output of a commercial kitchen
- Ability to multi-task and work well under pressure with attention to detail and deadlines
- Ability to read recipes and menus and to follow instructions precisely
- Knowledge of kitchen equipment, supplies and products
- Ability to communicate effectively with emphasis on verbal communication
- Ability to interact with, teach and direct trainees in a pleasant, professional manner
- Willingness to learn new culinary techniques and methods
- Knowledge of local food systems desirable
- A sense of humor, tact, and diplomacy
- Desire and commitment to make this innovative social enterprise successful
- Commitment to Umbrella's mission of cultivating strong communities by supporting the empowerment, safety and self-determination of women, children and families

Experience Requirements

Demonstrated expertise of 5 or more years in the food industry. An understanding of factors affecting women in transition. A familiarity with area food services and local products desired. Current ServSafe Certification required.

Organization Information

Umbrella, Inc.

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