



*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; - Nana's Kitchen Coordinator and Chef**

The Sofia Quintero Art and Cultural Center is seeking an individual to work as Nana's Kitchen Coordinator and Chef to further develop the vision of the kitchen, plan and host culinary activities and offer culinary services to the community, rentals and SQACC events. This position would work closely with our Events and Facilities Coordinator as well as our CENARE Coordinator and report to the Executive Director.

Qualifications: Individual needs to know how to cook a variety of Latino cuisine as well as be motivated to research and teach Latino dishes and history. Individual needs to have experience as a Chef (1 year minimum) and knowledge of working in a commercial kitchen. The individual must be "ServSafe Certified" 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 classes and events. Weekend and nights may be needed for events (prior notice would be given).

Salary: \$40,000; 40 hrs per week.

#### Duties:

- Plan, organize, market, recruit and implement Latino cultural culinary classes for members of the community and Greater Toledo area (public or private). These classes should cover a variety of Latino cultures and their foods. Attendees should vary from adult to youth. Use USDA my plate as an educational tool and other material to promote healthy eating habits. We encourage these classes come in different forms to attract different audiences.
- Individual needs to be able to work with youth in and outside of the kitchen. Individual will need to teach youth different cuisines as well as cooking styles, safety and using produce from Nana's Garden.
- Individual will need to network and find new partners (schools, after school programs, etc.) that can take advantage of the culinary classes.
- Have knowledge of, meet and exceed in policies and procedures required by the Health Department.
- 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.
- The individual needs to have some knowledge of gardening/produce that can be used in Nana's Kitchen. Individual needs to plan harvest, plant and tend to Nana's Garden, along with the CENARE Coordinator.

- Responsible for set up, cleaning, organizing, restocking, and sanitation process in the kitchen, pantry and storage to maintain consistent facility cleanliness and inspection requirements.
- Plans and prepare meals for SQACC events as well as private rental events – retreats, First Friday events, community cookouts, special events, etc.
- Prepare a kitchen budget for the year and submits it to the Executive Director.
- Attend and help out with general SQACC events or events that SQACC is asked to participate in.
- Other duties as assigned by the Executive Director.