

UTEC, Inc.
Culinary Arts Program Manager

The Culinary Arts Program Manager at UTEC is a member of UTEC's Workforce Development Department and Culinary Social Enterprises. The position supports proven-risk young adults, aged 17-25, as they learn the basic skills of culinary arts, catering, and food service in UTEC's kitchens. Seventy-five percent of the position will be hands-on, coaching and supervising young adults in the kitchen, while 25% of the position will be dedicated to planning, data entry, collaborating and meeting with other staff within the organization. The ideal candidate is passionate about food service and youth work, and s/he is able to blend the demands of a business with the tenets of a positive youth development approach.

RESPONSIBILITIES

- Directly supervises and supports a crew of young adults in the catering kitchen
- Teaches basic work skills, culinary arts skills, food preparation, and safety skills through on-the-job work
- Is directly responsible for planning and operations of Culinary Social Enterprises as they pertain to the Culinary Crew including Café support and catering events.
- Teaches, models, and maintains food safety and sanitation best practices
- Exemplifies youth work best practices to young adults and colleagues
- Completes performance reviews for all young adults in programming; communicates progress to young adult through performance review and check-in meetings
- Teaches and enforces the highest standards of safety and use of kitchen equipment
- Coaches and encourages positive young adult progress and upholds program expectations
- Works in tandem with other UTEC departments and programs, including HiSET and Case Management, to best support young adults involved in the program
- Manages young adult attendance, daily activities, and enters data into ETO, UTEC's performance management database
- Provides highest quality products and service to internal and external customers
- Facilitates menu planning and production of daily Workforce meals
- Supports the development of young adults so that they can progress to the next stages of the program and eventually complete the program
- Maintains a positive work environment with high standards in quality food preparation, cleanliness, and skill development

QUALIFICATIONS AND COMPETENCIES

- At least 2 years of youth development experience with proven-risk youth preferred
- At least 2 years in a leadership role in the culinary arts and/or the food service industry
- Willing to work side-by-side with the young adults to get things done
- Experience teaching culinary skills and supporting professional development
- Able to work a varied schedule in a fast paced environment and remains clam
- Open to feedback and personal and professional improvement

- Values and nurtures relationships between self and young adults, self and community partners, self and customers, self and colleagues
- Hunger to do an excellent job, a passion to own one's work, proactively comes up with systems and solutions to make one's work more effective
- Sense of Humor: Ability to laugh at oneself a must!
- Proven success with financial responsibility, inventory management, and food cost management, menu planning and recipe development experience
- Valid Massachusetts driver's license required
- People who are bilingual/bicultural, of color, Native/Indigenous, with disabilities, identifying as LGBTQ community are strongly encouraged to apply

COMPENSATION: Salary commensurate with experience, holiday and sick/personal/vacation days, health/dental benefits, 401K.

TO APPLY: All candidates should email a resume (Word or PDF files) and a thoughtful cover letter to jobs@utec-lowell.org. In order to expedite the internal sorting and reviewing process, please write "Culinary Program Manager" as the subject line of your email. No calls, please. Not all inquiries will receive a response.

BACKGROUND ON UTEC, INC.: UTEC's promise is to ignite and nurture the ambition of our most disengaged youth to trade violence and poverty for social and economic success. UTEC's outcomes-focused model begins with intensive street outreach, reaching proven high-risk youth "where they're at." UTEC engages youth in workforce development and educational programs and provides intensive case management. Social justice and civic engagement are embedded in all programming. This position is located on site in Lowell, Massachusetts. For more info, please visit www.utec-lowell.org