



## **Growing Gardens Farm Chef**

### **Preferred Start Date: March 1, 2019**

Over the last 20 years, Growing Gardens has brought gardening, nutrition education and produce donations to over 162,000 Boulder County residents.

We offer a variety of programs to get people of all ages, backgrounds, income levels, and abilities involved in growing and cooking their own food. These educational opportunities are paired with seed, plant start, and produce donations, as well as gardening space, to impart greater food security and hunger relief in our community.

The Growing Gardens Farm Chef works to deliver high quality education programs for children, teens and adults as well as execute successful Growing Gardens events. This includes working with our Program Director to develop classes related to core curriculum, and setting class and event themes that appeal to local audiences with our Marketing & Events Manager. The Farm Chef also oversees management of our Commercial Kitchen space, including kitchen supplies and equipment.

This dynamic role provides a unique opportunity for the right person to bring their passion and experience in cooking, teaching and events together to serve our community.

### **Overview Farm Chef Responsibilities**

#### **The Farm Chef will lead cooking instruction for:**

- Children ages 5-11 in our Children's Peace Garden program. This includes cooking camps during the summer and BVSD school days off.
- Teen participants in our Cultiva Youth Project
- Adults in our Community Classes. This includes our summer cooking series and Fall Foodie classes (picking and fermentation, cheesemaking, etc.)
- Low income families through our Growing Gardens Food Project.

#### **The Farm Chef will organize and execute the following events:**

- 4 Farm to Table events each year for 40 guests each. This involves setting the menu, sourcing ingredients, preparing the meal and organizing interns and event volunteers to assist in catering and executing the event.
- [Farm Gala](#). This is Growing Gardens' largest fundraising event of the year with over 280 guests in attendance. The Farm Chef is responsible for outreaching to 9 other guest chefs to create and execute the menu (appetizers, salad course, main entrees, vegetable sides, vegan/gf entree and dessert).
- Farm Chef will coordinate 2-3 event space rentals per year in our barn, which includes working with client event coordinators, caterers, and Growing Gardens staff as needed.

The Farm Chef is responsible for training our programming and site staff about food safety protocol and ensures that safe food handling practices are implemented across the organization.

## **Position Details:**

**Preferred start date:** March 1, 2019

**Salary:** This is a part-time, hourly position starting at \$17- \$22 per hour and commensurate with experience.

**Hours per week:** Hours vary seasonally, peaking in June, July and August. [Click here to see our annual Farm Chef Work Plan.](#)

**To Apply:** Send applications to [info@growinggardens.org](mailto:info@growinggardens.org) with subject line "Farm Chef Application". Please include a resume, cover letter and 2 letters of recommendation.

**Deadline:** Applications will be accepted until March 8, 2019. Applications will be reviewed on an on-going basis and interviews conducted until position is filled. Interviews will start on February 19.

**Growth Potential:** This position has the ability to grow into a full time salaried position in the future with the right person developing new opportunities. This position offers many rewards and is a great opportunity to put your heart into your workplace. See attached Job Description for specifics.

## **Qualifications**

### **Required:**

- Culinary degree or equivalent
- Event management experience
- Team management experience, ability to communicate clearly and work closely with people from various backgrounds
- Catering experience
- Experience teaching cooking classes
- Understanding of commercial kitchen equipment use, maintenance, and upkeep.
- Ability and desire to teach cooking techniques to a wide range of ages and abilities.
- A passion for community food and agriculture and a desire to inspire that in others.
- Flexibility and adaptability to work with changing needs and resources

### **Preferred:**

- Experience with Farm to Table events
- Experience planning a menu based on seasonally available ingredients
- Experience working in a non-profit setting
- Experience working with children and teens
- Spanish - conversational or fluency

# Farm Chef Job Description

## Major Functions and Accountabilities

- The Farm Chef reports to Executive Director
- Teaches cooking classes in three Growing Gardens programs: Children's Peace Garden, Cultiva Youth Project and Community Classes
- Works with Program Director to develop new cooking and nutrition curriculum for Children's Peace Garden and Cultiva Youth Project
- Teaches Community Classes including Garden to Table cooking, food preservation, pickling and fermentation, cheese making, etc.
- Works with the Marketing and Development Manager to develop new community classes and coordinate menus for farm to table events
- Works with Nutrition Education Coordinator to teach cooking classes for low income families highlighting easy to make recipes with accessible ingredients
- Coordinates 9 guest chefs for Farm Gala for 280 guests
- Develop and execute Farm to Table Dinners on our Boulder farm
- Coordinate with partner organizations and clients to rent and use Growing Gardens barn event space for outside events
- Trains interns and staff on kitchen protocols and food safety practices
- Coordinate and organize supplies for cooking classes and events
- Keep kitchen supply and event rental inventory organized
- Record keeping and administrative work documenting programming and events

## Specific Job Tasks

### Community Classes

- Develop and teach 3 Cooking Classes, 1 Pickling and Fermentation Class, 1 Cheese making class
- Prepare recipe packets for students to take home
- Coordinate with Farm Manager to use seasonal vegetables from the farm in the Cooking Classes and source remaining ingredients that are not available on the farm.
- Coordinate with Administrative Assistant in regards to class registration, class assistants and participant food allergies
- In coordination with Marketing and Development Manager to design new classes for Community Classes to be implemented in 2020

### Children's Peace Garden

- Develop and teach BVSD school day off cooking classes for elementary age students.
- Teach cooking classes during 2 weeks of Summer Cooking Camp
- Prepare recipe packets for students to take home
- In coordination with Program Director, design new classes for children and summer camps to be implemented in 2020

### Cultiva Youth Project

- Develop and teach 2 Slow Food Cooking Classes with Cultiva teens. Prepare recipe packets for students to take home

- Coordinate with Farm Manager to use seasonal vegetables from the farm in the Cooking Classes
- Coordinate with Program Coordinator to obtain number of students, intern assistants and food allergies

### **Growing Gardens Barn and Kitchen**

- Work closely with Farm Manager and Program Coordinator to integrate the use of kitchen for onsite programming
- Oversee management of Commercial Kitchen space, including food and personal safety protocols.

### **Events**

- Plan and execute 4 Farm Dinner events for Growing Gardens each year for 40-50 people.
  - Responsible for all menu decisions, ingredient procurement, and preparation.
  - Growing Gardens will provide intern or other staff support for Farm Dinners, including a chef assist and catering support
  - Dinners include a tour and a seated dinner
- Work with Marketing Manager, Executive Director and Site Director to execute the Growing Gardens Farm Gala on August 24<sup>th</sup> (280 guests) including:
  - Chef outreach to create the menu for the event, work with guest chefs on menu-related questions
  - Greet guest chefs the day of the event and help them set up, organize and serve their food
  - Work with catering team during the event to ensure smooth food service.
  - Coordinate with the Catering lead, bar manager and event manager to ensure overall smooth event.
- Assist or coordinate barn rental events for 3-4 events per year.

### **Administrative**

- Attend at least 2 staff meetings per month
- Provide updates for other staff via email (weekly staff updates) in the busy season
- Ensure program evaluations are completed and compiled for each program
- Submit employee timesheet on a monthly basis

### **Special Requirements:**

- Hours change seasonally and additional time may be required as necessary, including weekend and evening work and long hours on event days
- Ability to operate computers, mobile devices, office and kitchen tools
- Ability to interact with volunteers, interns, youth, people with disabilities and the general public on a daily basis
- Able to work on uneven terrain in the field
- Able to lift 30lbs
- Must be able to successfully manage multiple tasks in a fast-paced environment
- Must submit to a fingerprint background check for our Childcare License
- Must have current Medical Administration, CPR and First Aid Cert. prior to start date