



TELLURIDE ASSOCIATION

## Position Description - MBTA Assistant Chef

Position Title:	MBTA Assistant Chef
Direct Supervisor:	MBTA Head Chef
Positions Supervised:	None
Date/Approval:	10/10/23, approved by Executive Director
FLSA Status:	Non-Exempt
Employee Type:	Regular Part-time
Work Schedule:	Total 34 hours over 5 days per week. Weekend hours required. <ul style="list-style-type: none"><li>• Sat/Sun, 10am-6pm - meal preparation</li><li>• 3 weekdays, 10am-4pm - assist Head Chef. Days flexible by arrangement with supervisor.</li><li>• Occasional special events requiring evening and weekend hours.</li></ul>
Work Location:	1735 Washtenaw Ave, Ann Arbor, MI, 48104
Travel Requirements:	None
Position Duration:	Approximately 40 weeks per year (generally including fall semester, spring semester, and summer programs).
Benefits Eligibility:	Benefits eligible

### Role Overview

The MBTA Assistant Chef is responsible for working with the Head Chef to plan and prepare meals at the Michigan Branch of Telluride Association (MBTA), a scholarship house that serves 20-30 high school and college students. Meals must meet the dietary needs and restrictions of students at MBTA, and must also be prepared within budget. The Assistant Chef is also responsible for supporting the general kitchen operations and meal preparation under the direction of the Head Chef. Kitchen staff must maintain a high standard of cleanliness, consistent with State of Michigan Health Codes, both of the kitchen and their person. This position reports directly to the MBTA Head Chef.

# Qualifications

## Required Qualifications

- Restaurant and/or kitchen experience.
- Ability to maintain a high standard of cleanliness and food safety consistent with State of Michigan Health Codes.
- 18 years old or older, in accordance with Federal Labor Standards Act restrictions on operation of kitchen equipment
- Ability to maintain personal hygiene, including wearing clean clothing and hair restraints.
- Ability to follow verbal and written instructions.
- Ability to complete tasks to a high standard with minimal supervision.
- Ability to work effectively with a team.
- Ability to work effectively with a diverse range of people.
- Ability to meet travel requirements of the position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

## Preferred Qualifications

- Experience in youth or education settings, such as summer camps or student dining.
- ServSafe or other food handling training or willingness to complete such training.
- Experience with and commitment to enacting anti-racism, diversity, equity, and inclusion in the workplace.
- Experience with communities of color and communities that Telluride Association serves.

# Responsibilities

## Meal Planning and Preparation - 80%

- Plan and prepare lunch and dinner meals 2 days per week. Meals must meet dietary needs and restrictions of students at MBTA.
  - Create menu plan in coordination with Head Chef
  - Prepare necessary ingredient/shopping list by the food order deadline each week
  - Prepare and serve lunch and dinner meals for house members and guests on Saturdays and Sundays each week.
- Assist Head Chef 3 days a week:
  - Assist with ingredient and meal component preparation
  - Carry out other cleaning and food service tasks as assigned
- Monitor and stock breakfast and snack items over the weekend.
- Assist Head Chef with general kitchen management, including assisting with order planning, inventory, student communication, special event planning, distributor and vendor relationships, and other tasks as assigned.

## Kitchen Cleaning - 10%

- Clean and sanitize kitchen counters, cooking utensils, pots and pans, and other items used in food preparation.
- Carry out special cleaning tasks as assigned by the Head Chef, such as cleaning fridges and freezers, organizing cabinets, kitchen shutdown/startup, or other tasks.
- Restock kitchen area as needed.
- Maintain kitchen equipment in good working order and promptly report any equipment out of order.

## Food Safety - 5%

- Follow proper handwashing procedures and personal hygiene standards for food safety, including wearing clean work attire and hair restraints.
- Ensure that food is stored at safe temperatures.
- Properly label and prevent cross-contamination of food allergens.
- Follow proper procedure for cleaning and sanitizing dishes and surfaces.
- Promptly inform supervisor if sick.
- Follow all other food safety and food handling procedures.
- Promptly report any food safety and equipment concerns to supervisor.

## Professional Development - 5%

- Pursue professional development opportunities with the agreement of supervisor.

## Other Responsibilities

- Strive to enact Telluride Association's commitment to anti-racism, diversity, equity, and inclusion in all activities and duties.
- Support Telluride Association to maintain a safe working environment. Act proactively to prevent accidents and injuries and communicate hazards to supervisors when identified.
- Be familiar with and strive to follow any applicable compliance standards, regulations, and Telluride Association policies/procedures.
- Support the general activities of Telluride Association and carry out other duties as assigned.

## Work Environment and Physical Demands

- Essential physical requirements: Regularly lifts and carries 50 lbs. and stands for the majority of shift. Works with commercial kitchen equipment such as ovens, stovetops, grills, food processors, commercial food mixers, etc. Position requires manual dexterity, ability to understand and carry out instructions, and ability to complete tasks such as cleaning work stations, lifting heavy objects, and scrubbing equipment and dishes.
- Visual: normal concentration
- Hazards: includes exposure to cleaning chemicals and hot surfaces.

# Equal Opportunity Employment

Telluride Association does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, age, marital status, sex, sexual orientation, gender identity, disability, or any other legally protected category. Telluride Association is committed to building a diverse staff, and welcomes applications from people of color, women, LGBTQIA+ people, and people with disabilities.

## Signatures

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_