



**BOYS & GIRLS CLUBS**  
OF SONOMA VALLEY  
100 W Verano Ave., Sonoma, CA 95476  
707-938-8544

**Title:** Chef/Instructor  
**Department:** Lovin Oven/Culinary Academy  
**Reports To:** Sr. Director of Teen Programs  
**Status:** Non-Exempt/Full Time  
**Compensation:** \$

**OUR MISSION** is to provide positive opportunities for our community's youth and teens to learn, succeed, and discover their full potential.

Boys & Girls Clubs of Sonoma Valley (BGCSV) is a non-profit organization that has been serving our Sonoma community since 1962. While we are part of the national movement of 4,000 Boys & Girls Clubs across the country, our organization is independently run. The Boys & Girls Clubs of Sonoma Valley is a mission-driven, forward-focused organization committed to partnering with schools and other community organizations to provide youths 6 – 18 years of age with positive opportunities to learn and succeed. We provide our exceptional youth development programs to over 2600 youth annually.

**Lovin' Oven (LO)/Culinary Academy (LOCA)** is one of our social enterprise businesses which employs teens in the production of baked goods at our on-site commercial kitchen for sale to the general public as well as a variety of appetizers and other foods for TS events such as graduations, donor appreciation luncheons, etc. LO has a culinary training academy (LOCA) that will give teens 30 hours of combined classroom and hands-on cooking instruction, leading to interviews and/or internships with local hospitality businesses. This position will support overall Teen Service programs when LO/LOCA sessions is not taking place.

#### **KEY RESPONSIBILITIES**

The Lovin' Oven Chef/Instructor has two primary, overlapping responsibilities:

- The Chef/Instructor prepares for and teaches the Lovin' Oven Culinary Academy and plans and may lead teen volunteers in a weekly service project preparing food for a local non profit.
- The Chef/Instructor performs catering services (with the help of our culinary students) for any TS event that includes food and maintains the baking schedule for our public cookiesales.
- Deliver the Lovin' Oven Culinary Academy curriculum in an engaging and supportive manner to five teen students at a time, twice a week for eight weeks, about three to four times per year
- Recruit, train and supervise teen bakers working in the Lovin' Oven program
- Develop relationships with vendors, donors, volunteers and the community to support the TSS mission
- Coordinate Lovin' Oven events including holiday pies and cookies
- Collaborates with BGCSV Directors and other staff to ensure that programming is aligned with the primary BGCA program pillars, primarily with a focus on Healthy Lifestyles curriculum for K-12 programs, this includes gardening, cooking camps, and community engagement.
- Oversees & maintains the garden at TS & assist with garden at the main K-8 Maxwell Clubhouse
- Perform other tasks that support the overall functioning of the organization, this includes assisting with overall teen programming other than LO/LOCA to ensure a safe and proper staff to member ratio.
- Responsible for ensuring the safety and wellbeing of all members. Supervising members to ensure that programs adhere to Club philosophy and run effectively.
- Manage food and supply inventory, including shopping at Costco and the Redwood Empire Food Bank
- Plan and execute catering for anything from informal student lunches for ten to appetizers and desserts for annual events.



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- Maintain all kitchen equipment
- Ensure compliance with all food safety regulations
- Ensure program operations and activities adhere to legal guidelines and organizational policies and procedures as described in the organization's Employee Handbook and elsewhere.
- Maintain quality control of all food produced by the Lovin' Oven
- Communicate regularly with staff, volunteers, clients and teens
- Maintain records necessary for program evaluation

**SKILLS, ATTRIBUTES AND EXPERIENCE**

- Have or ability to maintain a food handlers card
- Experience and passion (and patience) for working with youth
- Ability to lift 20 pounds
- Teaching and/or supervisory experience
- Love and talent for creating delicious cuisine
- Strong time management, organizational and communication skills
- Commercial kitchen experience
- Knowledge of Microsoft platform
- An inclusive, collaborative and team-oriented attitude
- Bilingual in Spanish is a plus
- Valid driver's license
- At least 21 years of age

*The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described to do the job. Rather, they are intended only to describe the general nature of the job.*

Employment with the Boys & Girls Clubs of Sonoma Valley shall be "at will" and either the Club or the Employee may terminate the employment relationship at any time, with or without cause. This "at will" employment may not be changed except in writing signed by both the employee and an authorized representative of the Club.