

United Teen Equality Center

Job Description – Fresh Roots Culinary Program Manager/Executive Chef

General Function: The Kitchen Manager/Chef Instructor is a full-time position that will oversee the growth and development of the Fresh Roots Culinary Program, which includes:

- Job training for at-risk youth
- Management of a catering and baking business
- Expansion into full-service café
- Community kitchen rentals
- Incorporation of locally sourced food and catalyzing local food culture.

Hours/compensation:

This position is full time, with benefits. Compensation start at 39K/year. Hours will be flexible to suit program needs, but will usually fit a 9 -5 or 10-6 timeframe, Monday through Friday. Opportunities for bonuses and raises available after 6 month review based on performance.

Specific Responsibilities:

- Work in collaboration with program director, other UTEC staff and community partners to design and implement a training program for UTEC teens
- Develop and scale profit generating activities, including but not limited to catering, wholesale baking, product development, value added products from the UTEC farm, special events, etc.
- Oversee expansion into 40 seat, full service café (currently under construction, expected to be open fall '12)
- Collaborate with case managers, program director, project specialist(s) to help teens involved in programming meet their personal and professional goals
- Track inventory and oversee price control for all kitchen enterprises
- Supervise all teens within program (up to 12) and one full time AmeriCorps volunteer related to work done in the kitchen, providing mentoring, training and leadership skill development
- Collaborate with other UTEC programs and community partners to provide volunteer opportunities and meals to service at-risk populations or teens in other UTEC programming

Qualifications:

- Strong leadership skills, organizing, facilitation, presentation, and interpersonal skills are a must in this fast-paced, key role;
- Ability to multi-task and adapt to changing environment is crucial;
- Strong background in culinary arts is a must and a sense of small business development and management is helpful
- Ability to work with diverse group of young people, meeting them where they are with skill level and individual need
- Ability to design and run multi-faceted program, integrated many young people and other staff members
- Ability to work well in a team, and be flexible to accommodate programmatic and organizational changes
- Sense of humor.

Application process:

Email resume and letter of interest to Derek Mitchell at dmitchell@utec-lowell.org or call at (978) 856-3910

BACKGROUND ON THE UNITED TEEN EQUALITY CENTER:

The United Teen Equality Center (UTEC), founded in 1999, was the result of an organizing movement driven by young people to develop their own teen center in response to gang violence. Today, our mission and promise is to ignite and nurture the ambition of Lowell's most disengaged youth to trade violence and poverty for social and economic success. Nationally recognized, UTEC is guided by its core values of peace, positivity, and empowerment within a culture that places high value on youth-involvement. Our programming model begins with intensive street outreach and gang peacemaking, reaching out to the most disconnected youth by meeting them "where they are at" (specifically targeting those ages 16-23 who have dropped out of high school and have other high risk factors). With a holistic and relentless approach to case management throughout our work, we engage youth in workforce development programming with an emphasis on social enterprises in food services, multimedia, and maintenance/cleaning. We provide an educational pathway that focuses on both GED and an alternative diploma program. And the values of social justice and civic engagement are embedded in all programming, with special emphasis in our organizing and policymaking work. Ultimately, UTEC's unique model can provide a pathway from the street to the state house for older youth most often overlooked and considered disengaged. UTEC's long-term vision is to serve as a model for other youth agencies across the Commonwealth and beyond.

For more info on UTEC: www.utec-lowell.org