

## **JOB DESCRIPTION**

**Position Title:** Culinary Product Specialist

(Part Time/Seasonal 32 hours a week March-November 2018)

**Written By:** Kristy Peterson

**Position Reports to (Title):** Kristy Peterson, Director of Education, Outreach, & Interpretation

**Effective Date:** January 1, 2018

**Department:** Education

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### **1. Position Summary**

This part-time seasonal position assists in the transformation of Powell Gardens produce and herbs into saleable and educational food products that can be sold at Powell Gardens, sold off site, and included weekly or bi-weekly in the CSA. This position also assists with the Powell Gardens CSA as directed—packing produce, episodic harvesting, conceptualization of products, product packaging, and recipe development. This position will also assist the culinary programs contractor, marketing manager, and education department director in developing and locating new markets/resources on-site, off-site, and online (using a platform such as Etsy) for selling Powell Gardens edible, culinary and other useable products created with Powell Gardens produce to generate revenue. This position may also assist with other culinary programming as assigned under the direction of the education department director. Episodic program duties may take place on weekends or after hours and may include dinners, classes, workshops etc.

### **2. Representative Duties**

#### **Business Development**

1. Assist in the design, develop, and assist in the locating of new markets/resources (on-site, off-site, and online) for selling Powell Gardens edible, culinary, and other useable products to reach an annual product revenue goal of at least \$15,000 annually.
2. Assist in the planning, development, fundraising, and creation a future on-site interpretive ‘kitchen lab space’ for teaching future cooking classes, tasting demonstrations, and to provide visitor education about preparing food at home with garden produce.
3. Assist in the branding of Powell Gardens products.

#### **Volunteer Management**

1. Oversee, lead, and inspire Free Ranger volunteers in tandem with the Volunteer and Programs Coordinator.

#### **Culinary and Produce Expertise**

1. Make at least 40 duplicate products weekly for inclusion in the CSA and develop several new recipes and product ideas monthly that can be sold in limited quantities on and off-site.
2. Lead episodic tasting demos as needed during the season and/or teach episodic culinary workshops as desired.

3. Assist in the design or oversight of “food experiences” and small meals (box lunches, smoothies, other fresh snacks) episodically sold through reFresh snack bar or in tandem with particular programs using Powell Gardens produce.
4. Develop and foster new knowledge about Powell produce, organic harvest practices, and produce preparation to integrate into product design.

### **Research and Writing**

1. Research information about Powell Gardens produce and write interpretive content or product information/descriptions to be included with hand-crafted products.
2. Research and write recipes that integrate weekly harvested produce.
3. Research packaging and best practice storage for shelf-products created with harvested produce.

### **3. Sphere of Responsibility**

Supervises and works closely with Powell Gardens Free Rangers volunteers. Supervises any additional part-time culinary staff.

### **4. Internal and External Contacts**

#### **Internal:**

This position reports to the Director of Education, Outreach, & Interpretation but will work closely with other education and horticulture department colleagues and the marketing manager

#### **External:**

This position may episodically work with area chefs to co-teach or lead programming or food experiences.

### **5. Consequence of Error**

This part-time and seasonal position is critical to the success of the Powell Gardens CSA, as the products included in the CSA box distinguish the Powell Gardens CSA program from others. This position is also responsible for increased revenue generation and product line expansion in new markets to increase audience and financial support.

Failure to adhere to the policies and procedures outlined in the Powell Gardens employee handbook will result in a verbal warning (first offense), written warning (second offense), and potential dismissal. Unethical behavior will result in immediate dismissal.

## 6. Experience/Education

<b>Education</b>	<p>Requires a B.S. in business or B.A. degree in hospitality or a certificate or degree from a culinary program (or equivalent experience with years on the job in a certified kitchen or as a culinary business owner or manager). Must have valid training for maintaining a certified kitchen and maintain a current Johnson County food handler’s permit.</p>
<b>Experience</b>	<p>Two-three years of creative experience as a chef, cookbook writer, caterer, cook etc. or equivalent culinary experience is required. Any leadership, mentoring, management, or teaching experience in this context is a plus. Experience writing and editing and using technology (Microsoft Office Suite and Google docs) is required.</p>
<b>Knowledge</b>	<p>Knowledge of locally owned farms, area chefs on the rise, familiarity with trends in locally sourced food and dining experiences is desired. Knowledge of professional business practice (using contracts, efficient communication, following a budget and business plan) is required. Knowledge of program development—from concept, to implementation, and follow-up is required. Knowledge of organic gardening practices and healthy eating and nutrition is desired. The ability to problem-solve and work independently under direction is required.</p>
<b>Communications</b>	<p>This position requires good communication skills in person and online to work with colleagues inside and constituents outside the organization. The ability to talk to and engage a variety of audiences on any level is required. Timely communication and follow-up with staff and the public is a must.</p>
<b>Core Competencies</b>	<p><b>Manages Complexity:</b> Asks the right questions to accurately analyze situations; uncovers root causes to difficult problems; evaluates pros and cons, risks and benefits of different solution options; readily distinguishes between what’s relevant and what’s unimportant to make sense of complex situation; analyzes multiple and diverse sources of information to define problems accurately before moving to solutions.</p> <p><b>Optimizes Work Processes:</b> Designs processes and procedures that allow managing from a distance; seeks ways to improve processes, from small tweaks to complete reengineering; separates and combines tasks into efficient and simply workflow; thinks about the whole system; focuses efforts on continuous improvement; identifies and seizes opportunities for synergy and integration.</p> <p><b>Drives Vision and Purpose and Strategic Mindset:</b> Sees the big picture, constantly imagines future scenarios, and creates strategies to sustain competitive advantage; is a visionary and able to articulately paint credible pictures and visions of clear possibilities and likelihoods; formulates a clear strategy and maps the aggressive steps that will clearly accelerate the organization toward its strategic goals; talks about future possibilities in a positive way everyone can relate to create organization-wide energy and optimism for the future; shows personal commitment to the vision.</p> <p><b>Plans and Aligns:</b> Contributes to key results through execution of job duties; makes sound and timely decisions related to job duties; consults others as</p>

	<p>appropriate; suggests ways to do the job better.</p> <p><b>Drive Results:</b> Has a strong bottom-line orientation—sets aggressive goals and high standards; persists in accomplishing objectives despite obstacles and setbacks; has a track record of exceeding goals successfully; pushes self and helps others achieve results; pursues everything with energy drive and the need to finish.</p> <p><b>Balance Stakeholders:</b> Understand internal and external stakeholder requirements, expectations, and needs; balances the interest of multiple stakeholders; considers cultural and ethical factors in decision-making process; acts fairly despite conflicting demands of stakeholders.</p>
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**9. Work Environment/Physical Requirements**

Primarily the part time hours will be scheduled Monday through Friday 8 a.m. to 5 p.m. but occasional evening or weekend hours may be required due to episodic program support needed.

A combination of administrative tasks (indoors) and tasks elsewhere onsite are required—working indoors and outdoors will be periodically expected. Professional appearance and an ability to speak with the public will be required. This position requires the ability to remain in a stationary position up to 50% of the time; move about inside and outside the office and kitchen to perform normal work duties; and move throughout a multi-facility work location.

**Disclaimer Statement:**

*Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.*

**Accepted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_