

# Community Culinary and Nutrition Program Support Specialist

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## Personnel Requisition

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### Personnel Requisition

Posting Number:	201101275P
Job Title:	Community Culinary and Nutrition Program Support Specialist
Location:	Unassigned or Multiple Locations
Full-Time/Part-Time:	Full Time
Pay Rate:	\$18.90 per hour minimum. Pay rate will be determined based on education and relevant years of experience beyond the minimum requirements.
Position Type:	Staff
Department:	Groves
Job Summary:	Would you like to play a role in providing services that improve the quality of the Kalamazoo community? Do you have a passion for food and a desire to share that with others? If so, Kalamazoo Valley Community College has a great opportunity for you, so please read on.

### About Us

Kalamazoo Valley Community College is a comprehensive, fully accredited, public, two-year college in Kalamazoo, MI. We offer associate degrees in more than 60 areas of study and 50 certificate programs. Kalamazoo Valley Community College creates innovative and equitable opportunities that empower all to learn, grow, and thrive.

### About the Opportunity

Kalamazoo Valley is seeking a full-time **Support Specialist** for our **Community Culinary and Nutrition Program**. The Community Culinary and Nutrition Program Support Specialist will be engaged in the full management of the Community Kitchen. This will include interaction with the Culinary and Allied Health staff and faculty, and the training and supervision of lab assistants employed for community programs. The person in this position will also prepare all food requisitions, manage inventory and engage in kitchen upkeep and organization. In addition, our chosen candidate will also create recipes for community programs, run nutrient analysis and develop program content.

### Other job duties include, but are not limited to:

- Serve as a liaison between program staff, contractors, departments and the community on initiatives.
- Conduct community outreach and serve as a subject matter expert (culinary-CDM/food safety).
- Schedule meetings, events, appointments and process accounting functions and internal reports.
- Assist with project research and development and execution of program goals, objectives, and materials, as well as special projects, as assigned.

### Needed Skills

- Oral communication.
- Ability to work with diverse staff of varying abilities.

- Ability to provide excellent and quality customer service.

**Minimum Qualifications:**

Appropriate combination of education and experience is required. An example of this would be an associates degree in a related field and three years of related work experience in the food industry.

ServSafe, Alcohol, Allergen and Manager certifications are required (or the ability to obtain upon employment).

**Preferred Qualifications and Experience:**

- Strong administrative experience.
- Dietetic experience.

**Physical Demands:**

- Must be able to work occasionally in extreme cold and hot environments associated with food production.
- Ability to travel among campuses at KVCC is expected.

**Work Hours:**

Core hours are Monday-Friday 8 a.m. to 5 p.m. but hours are adjusted to support programming including some nights and weekends.

**Posting Date**

02/01/2024

**Closing Date:****Special Instructions to Applicants:**

Please apply online at: [jobs.kvcc.edu](https://jobs.kvcc.edu)

Please provide copies of any Servsafe Certifications in the "Other Documents" attachment.

Position will be posted until filled, however priority will be given to applications received prior to February 19, 2024.

**EEO Statement**

As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence. Prior to a job offer, candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. Information gathered will be used for job-related purposes to the extent permitted by applicable law and will not result in an automatic disqualification from an employment opportunity.

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## Applicant Documents

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**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Unofficial Transcripts
2. Letter of Recommendation
3. Other Document
4. Professional References

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## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \* Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?
  - Yes

- No