

Medical Culinary Program Coordinator

Personnel Requisition

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| Posting Number: | 201101547P |
| Job Title: | Medical Culinary Program Coordinator |
| Location: | Unassigned or Multiple Locations |
| Full-Time/Part-Time: | Full Time |
| Pay Rate: | Minimum of \$45,662 per year. Salary will be determined based upon education and relevant years of experience beyond the minimum requirements. |
| Position Type: | Staff |
| Department: | Continuing Ed & Life Enrichment |
| Job Summary: | How would you like to make a direct impact on the health and well-being of our community through culinary education? If you thrive in a collaborative, fast-paced environment and are passionate about using food as medicine to improve health outcomes, Kalamazoo Valley Community College may have the perfect opportunity for you. Join a dynamic team dedicated to developing innovative culinary education programs that empower individuals, healthcare professionals, students and community members to make healthier food choices through hands-on learning. |

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 **Medical Culinary Program Coordinator**. The Medical Culinary Program integrates culinary arts, nutrition science and lifestyle medicine to improve health through practical food education. Through community partnerships, healthcare collaborations and experiential learning, the program provides evidence-based education that promotes healthy eating, chronic disease prevention and lifelong wellness.

In this role, you will support the planning, coordination, implementation and evaluation of medical culinary and community nutrition education programs. You will work collaboratively with faculty, healthcare organizations, community partners and culinary professionals to develop engaging educational experiences that promote healthy lifestyles across diverse populations. Key duties would include the training of instructors and faculty, coordination of logistics for events and workshops and ensuring all kitchen operations run smoothly and safely.

Specific Responsibilities of this Position Include

- Provide onsite coordination and support for classes, community events, health fairs, culinary demonstrations and workshops, while ensuring alignment with dietary restrictions, program goals and customer needs.
- Provide training on food sourcing, requisitions and preparation methods to support classroom and event needs.

- Coordinate program scheduling, classroom and teaching kitchen logistics, equipment needs, and instructional materials.
- Maintain strict adherence to food safety regulations, sanitation protocols and institutional policies for kitchen operations and grant-funded programs.
- Coordinate food and supply procurement, receiving and inventory control to support efficient and cost-effective operations.
- Collaborate with medical professionals to create recipes based on specific dietary needs, conduct nutrient analyses and develop related training content.
- Track program data, assess training effectiveness, manage records and contribute to budget planning and compliance reporting.
- Work with faculty, staff, businesses and community organizations to plan programs, secure funding and foster industry relationships.
- Assist with curriculum development, facilitate student-employer connections and provide career support for academy students and alumni.

Knowledge, Skills and Abilities

- Knowledge of effective customer service principles.
- Knowledge of institutional policy and procedure principles.
- Knowledge of budget principles and practices.
- Skill in the use of computers and software applications related to the essential functions of the job.
- Skill in effective verbal and written communication.
- Ability to identify and resolve problems in a timely manner.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain effective working relationships with other personnel and the public.

Minimum Qualifications:

Appropriate education, training, experience and talents are requirements for this position. An example of this would be an associate degree in an appropriate field and three years of related experience. Serve Safe Food Handler Certification required or the ability to become certified within three months of hire.

Preferred Qualifications and Experience:

Physical Demands:

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Requires mental acuity including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of the spoken word and have close visual acuity.

Work Hours:

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

Posting Date

07/02/2026

Closing Date:

Special Instructions to Applicants:

- Please apply online at: jobs.kvcc.edu.
- This position will remain posted until filled, however, priority consideration will be given to applications received by July 19, 2026.

EEO Statement

As an employer, Kalamazoo Valley encourages, welcomes, and fosters differences because we believe that diversity makes us great. It is the policy of Kalamazoo Valley Community College not to discriminate on the basis of race (including traits associated with race such as hair texture and protective hairstyles), religion, color, national origin/ethnicity, sex, sexual orientation, gender identity, gender expression, pregnancy, disability, genetic information, age, height, weight, familial status, veteran status, marital status, citizenship, or any other status or characteristic protected by law, in its programs, services, employment or activities. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we empower all to learn, grow and thrive.

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.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Professional References

Optional Documents

1. Unofficial Transcripts
 2. Letter of Recommendation
 3. Other Document
 4. Letter of Recommendation 2
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Posting Specific Questions

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?
 - o Yes
 - o No