

**Job Title:** Culinary Specialist

**Reports To:** Senior Policy and Programs Manager – *Healthy Food in Institutions*

**Location:** Remote / Denver, CO

**Position:** Full-time with benefits

**Salary Range:** \$42,000-\$46,000 plus comprehensive benefits

**Summary:** The Culinary Specialist supports the various work happening within our Healthy Food in Institutions program area. This work includes but is not limited to: “LoProCO” Local Procurement Colorado, Local School Food Purchasing Program, Earned Revenue projects (culinary and meal quality trainings), and Policy Initiatives. The Culinary Specialist is an integral member of our team and collaborates with local school districts, early childcare sites, other institutional food service programs, state agencies, local farmers and ranchers, and multiple partners around the state. The focus of our work is to transform local procurement efforts and strengthen connections between growers, local institutions, and their surrounding communities, revitalizing local and regional food systems, and providing critical calories and nourishing food to Coloradans. We also support institutional food service programs with trainings designed to enhance their meal programs and overall food service operations. The Culinary Specialist will be instrumental to these innovative and evolving programs by designing and implementing on-site technical assistance, trainings, and in-depth workshops. Moderate, in-state travel is necessary for this position depending on regional focus and technical assistance needs; out-of-state travel may be required in the future.

#### **Essential Responsibilities and Duties**

- Support K-12 institutions with culinary training and technical assistance as it relates to their local procurement goals and deliverables of the Local School Food Purchasing Program
- Play an integral role in the streamlining and connection of farm to institution efforts and resources across the state
- Provide virtual and in-person trainings relating to topics within culinary and local procurement
- Support the design and implementation of the LoProCO Workshop Series, with a primary focus on sessions taught within the culinary track
- Support the LoProCO Workshop Series via recruitment, workshop logistics, collating evaluations, and other administrative duties as applicable
- Utilize culinary, operational, and training skills to support development and implementation of earned revenue opportunities as they arise
- Share culinary and local procurement best practices and collaborate with Nourish CO staff members and program consultants
- Represent the program(s) at relevant tradeshow and conferences to promote the program(s) and extend brand recognition
- Provide administrative and operational support to the Senior Policy and Programs Manager
- Be available and responsive to program contractors, partners, Nourish staff, institutional contacts, and other key partners as needed
- Assist with the documentation and tracking of evaluations and deliverables for the varying programs
- Provide support, content and expertise for communications, marketing, and fundraising efforts

#### **Qualifications and Experience:**

- Professional culinary training from an accredited institution preferred
- Commitment to food safety and sanitation; ServSafe Certified preferred
- Minimum 3 years’ experience working in an institutional food service setting, ideally in a leadership role



- Minimum 2 years' experience developing and implementing culinary trainings for a variety of audiences, primarily adult learners, in a variety of platforms – in person (kitchen, classroom) and virtual
- Bi-lingual English/Spanish is strongly preferred
- Familiarity with the National School Lunch Program and other Child Nutrition Programs, procurement and bid processes, and varying farm-to-institution programs
- Base understanding of Colorado's growing season and primary agricultural products
- Basic awareness about local food systems, including but not limited to our local food hubs, aggregators, distributors, and various agricultural support associations
- Demonstrated success in project management and training facilitation with keen attention to detail
- Technologically savvy and organized
  - Proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook)
  - Ability to manage, organize, and analyze information
- Proactive approach to problem identification and resolution
- Ability to adapt and manage complex change
- Excellent communication and interpersonal skills; ability to work collaboratively
- Sensitivity and experience working with diverse populations, cultures, and socioeconomic backgrounds
- Commitment to Nourish Colorado's mission, vision, goals, and organizational values

### About Nourish Colorado

Through advocacy for strong policies, implementation of statewide initiatives, and partnerships with communities, state, and national organizations, Nourish Colorado works to ensure all Coloradans have equitable and abundant access to nutritious foods from a resilient food system. Our core values are:

1. Access to nourishing food is a basic human right.
2. A person's ability to feed themselves and their households all the nourishing food they want should ***not*** be determined by economic conditions, race or ethnicity, or where they live.
3. Food systems must be transformed to work best for those who have been and are intentionally marginalized in order to create lasting and sustainable change for all.

Please read more about these values and our organizational commitments here: <https://nourishcolorado.org/about/>

Nourish Colorado is committed to recruiting and supporting a diverse workforce that is representative, at all job levels, of the communities we serve. We promote a culture of inclusiveness, respect, communication and understanding. Nourish Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

This position would **ideally start on Oct 1<sup>st</sup>, 2021** and is fully funded for one year. Extension of position is based on performance and available funding.

Interested candidates should send resume and cover letter to [jessica@nourishcolorado.org](mailto:jessica@nourishcolorado.org) with the position title in the subject line **by September 10<sup>th</sup>, 2021**.

