



JOB DESCRIPTION – CULINARY ARTS SPECIALIST – PASSPORT NYC™

The Culinary Arts Specialist (CAS) will help create a dynamic, challenging and rewarding experience for the teen participants of Passport NYC in the field of culinary arts. Each Culinary Arts staff member will help the participants develop a deeper knowledge of NYC food scene, and promote their growth as individuals and emerging leaders in the field.

QUALIFICATIONS

Besides being a high school graduate or equivalent, and at least 21 years of age by start of the camp program, each CAS should demonstrate:

- Strong desire and ability to work with children/teens.
- Developed and diverse background in the field of culinary arts.
- Familiarity with New York City and its culinary scene.
- Capacity to lead while in the kitchen and on excursions/activities.
- Ability to integrate Jewish tradition and culture into the Culinary Arts programming.

RESPONSIBILITIES

The CAS is responsible for ensuring a successful experience for all of the participants of the Culinary Arts Program. Besides serving as a positive role model and mentor in the position as Resident Advisor, this goal will be achieved by fully inhabiting the CAS role.

During morning classes, each CAS will have the opportunity to assist a professional leader in the field of culinary arts, who will serve as the program's Lead Teacher. In fulfilling this role, each CAS should:

- Maintain utmost respect for the Lead Teacher and his/her curriculum at all times.
- Assist the Lead Teacher in all areas which he/she requires help.
- Demonstrate an understanding of culinary terminology and skills (food preparation, cleanliness, knife skills, cooking techniques, etc.).
- Show familiarity with Kosher food preparation and Kosher practices in the kitchen.
- Promote a positive, fun, and focused environment where the participants are respectful of you, the Lead Teacher, and each other.
- Understand the strengths and weaknesses of each participant in the kitchen, and work to help them capitalize on their strengths and overcome their weaknesses.

During afternoon site visits, each CAS will be responsible for helping to coordinate and execute activities outside of the ‘classroom’ setting. Whether it’s visiting a Farmer’s Market or checking out a new NYC dining hotspot, responsibilities will include:

- Developing ideas for new programming based on the participants’ interests.
- Ensuring that participants remain engaged and focused in each activity.
- Promoting an environment of respect for speakers, chefs, and one another throughout all programming.
- Keeping your group of participants together at all times.
- Facilitate participant travel by following policies for getting on and off the subway and/or bus. Make sure these procedures are done safely to and from program locations, and back to the 92nd Street Y.

We want your experience as a Culinary Arts Specialist and Program Guide to be rewarding and help you to develop as an educator as well as in the kitchen. Allowing your personality and strengths to shine through in all areas of programming will help create a truly memorable experience for our teens. However, it is important to remember that the program is about the participants and not furthering your own professional goals. With energy, enthusiasm, and a deep awareness of the participants and their needs, the program will succeed on every level!

ADDITIONAL RESPONSIBILITIES

- Get your group to all activities on time! (This means to arrive at least 5 minutes early).
- Participate in staff training, meetings, and supervisory conferences.
- Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.
- Encourage respect for personal property, camp equipment, and facilities.
- Manage professional time off in accordance with camp policy.
- Submit all required reports on time including group hand written thank you notes, Shablog entries and petty cash forms.
- Take dynamic photos of the participants’ activities throughout the day on both camp-issued cameras and mobile devices. Mobile photos should be sent to Lead Staff in a timely manner to be posted on Passport NYC’s social media platforms. Cameras will be submitted at the end of each day to Lead Staff.
- Maintain communication with Lead Staff throughout the day via cell phone. Cell phones should not be used for private purposes when engaged in camp programming.
- Prepare participants for emergency procedures such as fire drills, evacuating the dorm, etc.
- Know your participants and their strengths and weaknesses, and help them to overcome any obstacles they may face, and further develop their strengths.
- Help each participant develop skills in their specialty area, gain a greater awareness of their Jewish identity, and grow as both an individual and artist.
- Set a good example. **YOU ARE ALWAYS A PERSONAL ROLE MODEL.**
- Just be yourself! **AND DONT BE AFRAID TO ASK FOR HELP!**