



Our Mission: *The mission of Vanguard Music and Performing Arts is to inspire communities and enrich lives by increasing opportunities for participation, education, and excellence in the performing arts.*

The Santa Clara Vanguard Assistant Chef will be responsible for the day to day operations of the corps' mobile kitchen truck, Miss Amana. Responsibilities include managing the preparation of meals for the corps' 220 members and staff while overseeing a group of assigned volunteers. The Assistant Chef will work with our Lead Chef and administrative team to ensure our performers are receiving the proper nutrition for their rigorous physical activity and schedule.

**Responsibilities:**

- Ability to Prep, Cook and Serve 4 meals a day.
- Assist the Lead Chef in planning meals for 220 members and staff to ensure the performers are receiving the proper nutrition for their rigorous physical activity.
- Inventory management on the kitchen truck and separate mobile pantry including maximizing storage space utilization.
- Assist the Lead Chef in overseeing food ordering through the Vanguards US Foods/Sysco accounts.
- Coordinate with the administrative team any daily needs outside of weekly food deliveries.
- Oversee kitchen truck volunteers. Positive attitude and volunteer management skills necessary.
- Responsible for the final unloading and cleaning of the kitchen truck when it returns to Santa Clara after the season.

**Location & Schedule:**

- The Assistant Chef will travel full-time with the Vanguard from early-mid June through August 11<sup>th</sup>. Alternative coverage durations will be considered on a case-by-case basis. Meals, lodging and travel will be provided for this position.

**Compensation:**

- The Assistant Chef will receive compensation commiserate experience. All corps-related travel, housing, and meal expenses will be covered by the Vanguard. Personal travel and meal expenses are not covered.
- Potential for college credit through college or university program.

**Qualifications, Experience and Traits Required:**

***Experience:***

- Candidate should have basic knife skills (comfortable with tasks such as dicing onions, chopping vegetables, cutting chicken, etc.).

- Candidates should have basic knowledge of cooking techniques (esp. baking, roasting, saute, sauce making & griddle cooking).
- Prior experience cooking from scratch a plus.
- Prior experience in catering a plus.
- Knowledge of ethnic cuisines, vegetarian/vegan, gluten-free cuisines a plus.
- Knowledge of summer Drum Corps operations not required but desirable.
- Excellent organizational, communication, and interpersonal skills.
- Attention to detail, flexible, able to adjust to changes quickly and efficiently.
- Ability to work with different personalities.

***Traits:***

- Professional.
- Strong moral character with integrity
- Ability to multi-task, take direction and execute with precision
- Believes in open and transparent communication
- Positive attitude with the ability to turn a negative into a positive
- Rapid learner who thrives in a fast-paced environment
- Strong interpersonal skills
- Strong effective communication skills, both written and oral
- Budget management exposure