



Creating Healthy Communities
Through the Power of Cooking

The Sylvia Center Job Description

Title: Chef Assistant NYC

Reports to: Program Manager(s)

Terms: Part-time

Location: NYC and Hybrid/Remote

Organization Overview:

The Sylvia Center (TSC)'s vision is to create healthy communities through the power of cooking. Our mission is to educate young people and families through culinary programming to promote health and well-being. Our organization empowers children and teens to take control of their health through better food choices and encourages them to be healthy food advocates in their communities.

TSC partners with community-based organizations, libraries, and schools to deliver nutrition-focused culinary programming in all five boroughs of New York City, the Hudson Valley, and the Capital District. TSC works in neighborhoods with limited food access, engaging students, 3-24 years-old, and families. A 501(c)3 nonprofit organization with an operating budget of \$1.9 million, TSC has a full-time staff of ten and a part-time staff of approximately 35. Since its founding in 2007, more than 38,000 participants have been served.

Job Overview:

As a Chef Assistant, you will assist in culinary programs, inspire young individuals to embrace nutritious cooking, and contribute to our organization's overall success. Your primary responsibilities will include assisting Chef Educators in developing and delivering engaging culinary education experiences, mentoring participants, and fostering a love for food and cooking.

We are a diverse group of food loving individuals who proudly support our mission of healthy food education.

Responsibilities:

- Assist Chef Educator with teaching classes by effectively implementing The Sylvia Center's curriculum, which includes cooking instruction, nutrition education, and activities.
- Assist with distribution of printed or virtual materials for classes such as recipes, curriculum and surveys.
- Assist with maintaining accurate records for attendance and any additional tracking as required .



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- Clean and sanitize workspaces prior to, between and after classes.
- Ad hoc administration, including but not limited to, reporting, special projects, etc.
- Attend all staff meetings and trainings, and collaborate with fellow program staff.
- Assist, as needed, with two annual fundraising events.
- Other related assignments as necessary

Experience and Skills:

- Passion for working with and/or teaching youth required
- Experience with Google Suite and remote work
- Experience understanding and meeting the needs of diverse communities
- Enthusiastic, energetic, and able to work quickly and efficiently in a fast-paced environment
- Ability to effectively improvise and adapt
- Detail-oriented and great multi-tasker, who is responsible and focused
- Ability to lift 50 lbs
- Ability to stand on your feet for 5 hours at a time

Compensation and Work Hours/Location:

The Sylvania Center is an inclusive, non-discriminatory organization. The position will be based in New York City. Ability to travel between program sites and the surrounding area required. This is a nonexempt year round hourly position. The starting pay range for this position is \$16-20/hr dependent on experience.

To Apply:

Candidates should email their resume and a cover letter to The Sylvania Center info@sylviacenter.org. Please include the position title and your last name in the email subject line.

The Sylvania Center is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, caste, tribe, age (40 or older), disability status, protected veteran status or any other characteristic protected by law.