

## **POSITION AVAILABLE: EXECUTIVE CHEF, Plant-based menu**

Crosstown Arts is seeking a full-time chef for our start-up restaurant. Founded in 2010, Crosstown Arts is a nonprofit, 30,000-square-foot contemporary arts center located within the newly renovated Crosstown Concourse in Memphis, Tennessee.

The restaurant will offer a healthy, affordable, daily menu for breakfast, lunch and dinner utilizing seasonal, organic ingredients. Chef will be encouraged to explore culinary creativity in this uniquely supportive, lively environment.

The Crosstown Arts restaurant will be a unique offering to Memphis by providing our menu concept alongside the art organization's bar (managed separately from the restaurant), which will serve a limited drink menu nightly, including hand-crafted cocktails and local beer. The restaurant and bar are located inside the organization's common/public area adjacent to several exhibition spaces, including galleries, a listening room and a screening room, as well as residency studios and a community maker space (woodshop, digital lab, etc.).

Crosstown Arts events (music and theater performances, gallery openings, ticketed dinners, literary talks i.e. Michael Pollan in May 2014, etc.) will be catered by the Executive Chef reflecting the restaurant menu style. Guiding culinary workshops and mentorships, Chef will host food-centric programming, such as culinary artist talks.

Some advantages to this position include a newly built, 1,550-square-foot, state-of-the-art kitchen; schedule and budget provisions for continuing education; a self-determined work schedule based on the needs of the restaurant; working in a creative, collaborative environment valuing inclusivity; and potential to live on-site (if desired) in one of Crosstown Concourse's apartments.

Crosstown Arts is committed to an environment of positivity, kindness, respect and support for everyone. The Executive Chef we seek will exemplify and promote these qualities in this position.

### **GENERAL RESPONSIBILITIES**

- Guide the restaurant's food program based on the Crosstown Arts Managing Director's concept

- Plan, source and prepare all restaurant meals and event catering with support of kitchen staff
- Manage the hiring of all kitchen staff
- Train, schedule and supervise full-time and part-time kitchen staff ensuring extraordinary customer service, food preparation, proper food safety, storage and sanitation practices
- Oversee restaurant and event food/labor budgets according to the master budget established by the Managing Director and Operations Director
- Monitor inventory, place orders and process deliveries of ingredients and kitchen supplies
- Prioritize sourcing organic ingredients from regional farms and vendors
- Ensure full compliance of health department codes and regulations throughout the kitchen and restaurant
- Establish and maintain cleaning and maintenance schedule for all kitchen equipment
- Chef will craft in-house menu items, such as unique breads, crackers, nut milks, pasta and other staples, which will also be available for retail sale
- Oversee restaurant day-to-day operations while cultivating a hospitable, positive working/dining environment

#### **REQUIRED SKILLS, EXPERIENCE AND CHARACTER TRAITS**

- Proficient with plant-based menu
- Proficient in menu development; plan and create menus that change daily rather than a conventional fixed menu
- Adaptable and flexible; accommodate modifications to process and projects that accompany a new restaurant
- Nutrition background and awareness
- Highly organized; manages multiple tasks while supervising staff in a supportive manner
- Composed, focused and courteous
- Good natured while maintaining affable disposition
- Enthusiastic, energetic

- Catering experience
- Gracious; ability to maintain autonomy and individual creativity in a non-competitive, non-egocentric way
- Collaborative in steering all aspects of food planning and preparation while welcoming the input of others
- Takes direction well; willingness to incorporate the Managing Director's specific direction and input
- Financially responsible; planning and executing food preparation within a specific budget

*Note: Chef will be provided budgeting support from Crosstown Arts' Operations department, which serves the role of a business manager for all departments of the organization.*

### **QUALIFICATIONS**

- Minimum three years professional cheffing experience, with emphasis on plant-based, vegetarian and/or vegan menus
- Professional culinary arts degree/certification or two-year college degree preferred
- Twenty-one years of age or older

### **COMPENSATION AND BENEFITS**

- Salary commensurate with experience (\$50,000 +)
- Full individual health insurance coverage is included after six months of successful employment
- Three weeks paid time off per year, which includes personal sick days and vacation, after six months of employment
- Bonus structure based on gross profit from retail food sales after one year of employment

### **HISTORY OF THE PROJECT**

Crosstown Arts was formed as a 501c3 not-for-profit arts organization in May of 2010 with a vision to renovate the abandoned 1.5-million-square-foot former Sears Crosstown building by creating a contemporary arts center as a centerpiece of the building and neighborhood development effort. From 2010-2013, the organization formulated a sustainable model for the building renovation project based on an overwhelming amount of community, city, private and government support. Crosstown Arts currently manages the contemporary arts programming as well as the Crosstown Concourse development.

For more information about Crosstown Arts, go to [crosstownarts.org](http://crosstownarts.org).

For more information about Crosstown Concourse, go to [crosstownconcourse.com](http://crosstownconcourse.com).

### **APPLICATION PROCESS**

**Link to Apply:**

<https://crosstownarts.formstack.com/forms/crosstownartschef>

**Required Materials:**

1. Cover Letter
2. Resume
3. 5 references (3 professional and 2 personal) with a brief summary of the context and history of your relationship to these individuals.