

The Leadership Center



At The Leadership Center we serve our clients as a premier conference and retreat center by providing quality leadership programs, exceptional customer service and a rewarding experience while fostering partnerships, resources and fiscal responsibility.

Summer Internship Description & Duties

As part of The Leadership Center Kitchen Staff, this position will perform a variety of tasks in the culinary arts field including but not limited to: preparing foods for cooking and bakery items and conducting all aspects of kitchen cleaning.

Classification: Summer Seasonal

Responsibilities:

- ❖ Be involved in some aspects of planning and menu development
- ❖ Assist the chefs in all areas of food preparation and kitchen cleaning
- ❖ Review all food deliveries for quality and quantities ordered
- ❖ Assure all food for each meal is prepared on time and at a high quality
- ❖ Work collaboratively with all kitchen staff
- ❖ Maintain the kitchen and dining hall for safety and cleanliness
- ❖ Identify and report any safety concerns immediately to the lead cook on duty
- ❖ Provide additional support as directed by the lead cook on duty
- ❖ Participate in staff meetings
- ❖ Conduct the proper care and handling of food

Qualifications:

- ❖ Fundamental knowledge of food service industry required such as knowledge of basic terminology in food service; identify standards of personal hygiene, sanitation, and safety; identify liquid and dry measures; identify ingredients used for cooking and baking; and the ability to read and follow a standard recipe.
- ❖ Organized and professional
- ❖ Self-motivated with the ability to multi-task
- ❖ Ability to work well with others
- ❖ Ability to work in a hot, humid and fast-paced workplace

Physical Demands:

- ❖ Lifting heavy boxes, containers of food, and equipment weighing up to 50 lbs.
- ❖ Standing for extended periods of time

- ❖ Extended exposure to kitchen heat and humidity, and handling hot pots and pans
- ❖ Safe handling of kitchen equipment, including sharp knives, etc.

The Leadership Center is looking for an energetic and professional intern who can work a flexible schedule with varied responsibilities. This individual must enjoy the service industry. We are seeking an individual who is trustworthy, efficient, socially mature and self-confident, someone who takes direction well, can digest new information quickly and apply it productively. Someone who is consistent and dependable in their work habits, has excellent communication and customer relationship skills, enjoys multi-tasking, challenges and creative problem-solving, works comfortably on their own as well as in a collaborative atmosphere. This individual must be able to work at least a summer or a semester's length of time. The internship may be extended.

We are willing to work with any level college student while it is ideal to have experience with the FFA or 4-H it is not necessary. Majors which would best fit the internship include: Culinary Arts, Culinary Management, Food & Beverage Management, Hotel Management, but we are open to others who may be interested in non-profit or service industries. The internship is paid and offers excellent opportunities to gain realistic and practical experience.

Intern(s) must have a valid driver's license and a clean driving record as some responsibilities may require driving or operating Leadership Center vehicles and equipment.

If you are interested in an internship with The Leadership Center, please contact Micheala Olsen, Admin/Event Coordinator at 402-694-3934 or admin@tlcaurora.org.

Resume, references and completed application are required to be considered for the internship.