

Culinary/Food Service Intern Description

Company: Civitan Foundation, Inc.

Address: 3509 E. Shea Blvd. Ste. 117, Phoenix, AZ 85028

Location: Phoenix, AZ

Application Deadline: April 1, 2011

Position: Full-Time, Paid

Timeframe: 06/11/11-8/15/11

Overview:

The Civitan Foundation, Inc. is a 501(c)(3) nonprofit organization, based in Phoenix, AZ, which strives to build a stronger community for those with developmental disabilities by providing a variety of services and programs. The longest running and most beloved of these programs is Camp Civitan, a 15-acre wheelchair accessible camp located in Williams, Arizona. Since 1968, Camp Civitan has provided those with developmental disabilities the opportunity to engage in a variety of enriching and fun experiences that promote positive self-esteem, socialization and teamwork; including but not limited to adaptive educational and physical activities, community field trips, arts and crafts, nutrition classes, gross and fine motor skill training, and peer socialization. As an intern, you will team with experienced kitchen staff to plan and create nutritious meals for program participants, both children and adults with developmental disabilities; staff; and volunteers. This position is designed to guide interns in developing valuable knowledge and experience as they work closely with the kitchen manager and staff. Strong applicants will be creative, flexible and dependable undergraduates working towards a degree or certificate, with a sincere interest in food service. A strong work ethic, excellent interpersonal skills and the ability to work well with a team are essential for this position. Housing and meals for the entire summer are provided. College credit may be applied for through your school. Each intern will also be assigned to a program leader who will mentor, oversee, and support the intern as well as serve as a professional resource throughout the summer.

Dates: June 11, 2011 – August 15, 2011.

Hours: Interns are expected to be at camp at all times, but will be allotted time off in 24 hour segments. Interns will receive one 24 hour segment off each week. Time off requests longer than 24 hours must be approved in advance by the Camp Director.

Duties:

- Assist in menu planning.
- Assist with food preparation and production, creating nutritious meals in quantity.
- Assist with the collection of food from distribution and vendor locations.
- Assist with food service.
- Assist in maintaining the kitchen area, ensuring the kitchen is in compliance with food safety and sanitation regulations.

Qualifications:

- Undergraduate student with a sincere interest in food service.
- Must be at least 18 years old.

- Must demonstrate empathy and understanding of the challenges faced by individuals with disabilities.
- Some experience working with special needs individuals preferable but not required.
- Creative, flexible and able to work closely with designated mentor.
- Ability to work as a team member.
- Strong work ethic, punctual, dependable, ability to work long hours.
- Excellent interpersonal skills.
- Must be able to comply with and maintain a smoke-free and drug-free work environment.
- Must have a valid food service worker card.
- Must meet agency licensure requirements for fingerprinting, CPR and First Aid, and Article 9 state mandated training by start date.

Compensation:

- Gain valuable skills in food service through immersion.
- Room and board.
- Possible college credit approved by your school.
- Monthly stipend.
- Letter of Recommendation following a successful completion of the internship, upon request.

Application Deadline: April 1, 2011 or until the position is filled.

HOW TO APPLY:

Submit an application, resume, letter of interest, and three references to:

mreddell@campcivitan.org

The application and reference forms can be retrieved online from www.campcivitan.org.

You will be contacted if you are chosen for an interview. Applications are reviewed as they are received and a final hiring decision will be made by May 1, 2011 or until the position is filled.

Civitan Foundation, Inc. is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, national origin, gender, sexual orientation, age, or disability.