

**THE SAN ANTONIO BOTANICAL GARDEN SOCIETY, INC.**  
**Job Description**

**Job Title:** Culinary and Wellness Assistant

**Supervisor:** Culinary and Wellness Programs Specialist

**FLSA Salary Classification:** Part-time/Seasonal (5-20 hours per week), Non-Exempt

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**Missions Statement:** To inspire People to connect with the plant world and understand the importance of plants in our lives.

**General Summary**

Under the direct supervision of Culinary and Wellness Programs Specialist, the Culinary and Wellness Assistant is responsible for supporting the San Antonio Botanical Garden (SABOT) Culinary and Wellness Program. The Culinary and Wellness Programs are developed for family, youth, adult, public, and community audiences and cover topics ranging from nutrition, health, fitness, and the culinary arts, as well as making connections to plants through botany, horticulture, and environmental science. Additionally, central to the culinary and wellness program at the Botanical Garden is the CHEF (Culinary Health Education for Families) curriculum. CHEF is a Goldsbury Foundation grant-funded multi-partner program created to drive healthy eating among children and families by promoting nutritious food and home cooking as key ingredients in the recipe for life-long health and wellness.

**Essential Duties and Responsibilities**

- Assists instructors during classes as needed during events and classes. Able to follow an event order and follow specific instructions as stated on order.
- Assists participants during the class if help is needed with ingredients, supplies, or nutritional information.
- Maintains the sanitation standards in the Hands-On Kitchen. Maintains organization of equipment and supplies in kitchen.
- Sets up hands-on kitchen for educational and event experiences.
- Responsible for the proper clean-up of the hands-on kitchen at the conclusion of education and event experience.
- Assist Culinary and Wellness Program Specialist with high-quality immersive (hands-on or demonstration) educational experiences for guests - preparing, demonstrating, and serving attractive, nutritious and delicious food to be sampled out, and subsequently guiding class attendees to reproduce demonstrated recipes for their enjoyment; consistent with regulations and established policies and procedures
- Support CHEF (Culinary Health Education for Families) Program volunteer/intern training and programming

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees and are subject to change as needs and programs change. At the San Antonio Botanical Garden Society, Inc., they are considered neither inclusive nor exclusive.

**Qualifications**

*Education:* High School Diploma required. Some knowledge of culinary arts, pastry and baking arts and food service preferred. Bachelor's Degree, or near completion of a coordinated multi-level degree program from an accredited college or university in one of the following areas: Culinary, Nutrition and Dietetics, Agriculture,

Horticulture, or closely related field required. Formal academic or on-the-job training in culinary arts is preferred.

*Experience:* Minimum one year of experience conducting nutrition-based educational programs, and coordinating with volunteers or interns toward design and execution of educational programming.

*License/Certifications:* Current ServSafe Food Handlers (required) & TABC Certification (required)

*Knowledge, Skills and Abilities:* The successful candidate will be skillful in planning, organizing and implementing public culinary and nutrition presentations and guided tours focusing on food sourcing and usage. Previous experience working with volunteers and the ability to train and serve as a team leader for volunteers is required. Initiative and follow through as well as the ability to multi-task, set priorities, ability to work productively and positively in a team-oriented environment and to provide quality customer service in a professional manner. Flexibility in availability based on the garden's programming needs is required.

### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to stand, walk and uses hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

### **Mental Requirements**

Position requires the ability to work under pressure and maintain a positive and professional manner while providing excellent customer service and assisting the Culinary and Wellness Program Specialist in managing a team of volunteers and interns.

### **Working Conditions**

1. Expected to perform under minimum supervision and act independently within the scope of normal duties and responsibilities. Difficult or unique situations are referred to the supervisor.
2. Work may be performed in an office setting, classroom, on the grounds of the Botanical Garden (primarily the Outdoor Teaching Kitchen) or offsite at events or club meetings. Duties may be performed outdoors in all types of weather.
3. Holiday and weekend hours may be required.

### **To Apply**

Please send your resume, cover letter, and references to Katrina Flores at [kflores@sabot.org](mailto:kflores@sabot.org) and Alexis Phelps [aphelps@sabot.org](mailto:aphelps@sabot.org) or the address below:

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