



QUINN CENTER
OF SAINT EULALIA

Quinn Center Summer Enrichment Program **Summer Kitchen Lead**

About the Quinn Center of St. Eulalia

The Quinn Center of St. Eulalia (Quinn Center) is a ministry of St. Eulalia Catholic Church (Maywood, IL) that was founded in 2010 to address social justice concerns and outreach to a diverse Proviso community. Named after Monsignor William Quinn, a former pastor of St. Eulalia, the Center continues his legacy of community engagement, empowerment and growth. The mission of the Quinn Center is to partner with the people of Proviso to build an inclusive culture of justice, health and peace through intentional action.

The Quinn Center Summer Enrichment Program is a beacon of hope in Proviso Township providing quality programming for youth and teenagers. This 4-week, full-day, low-cost program serves approximately 150 students in grades 1-8 and provides a variety of enrichment experiences from science and math to Peruvian dance and 21st Century technological skills. The camp also serves a critical role in stimulating the local economy through employment. High-school teens are hired to support the summer camp operation as camp counselors. The programs also hires more than a dozen teachers and local organizations to provide the enrichment classes as part of the summer program. Parents consistently highlight the Summer Program's role in providing structure and support to their families and to the Proviso community.

Position: Summer Kitchen Lead

Time commitment: Program runs **Monday-Thursday from July 1- July 25**

- Full-time: 8am to 3:30pm

Roles and Responsibilities

- Direct and supervise the Summer Kitchen Assistant
- Responsible for administering meals during breakfast and lunch for students and staff during the Summer program, including regular and field trip meal service
- Responsible for general cleaning and maintaining meal records
- Maintain inventory of supplies related to Summer Program meal service
- Purchase or submit purchase requests for supplies and/or food as needed for Summer Program meal service
- Other duties as assigned by Summer Program Director/Assistant Director or Quinn Center Executive Director

Required skills

- Ability to maintain accurate records
- Comfortable working with people of all ages and from diverse backgrounds
- Ability to organize and keep confidentiality
- Good listening skills
- Flexibility and creativity
- *Associates degree or higher preferred*

Required training and background checks (will be included in site training)

- All Archdiocese of Chicago employee requirements including, but not limited to: Virtus Training, Criminal Background Check, Child Abuse and Neglect Background check, Mandated Reporter Training
- Food Service Program training

Compensation: \$14 per hour