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## **EXECUTIVE CHEF FOR SUN VALLEY CULINARY INSTITUTE JOB DESCRIPTION**

A new culinary institute in Ketchum/Sun Valley, Idaho seeks a Full-Time Executive Chef. The Sun Valley Culinary Institute (SVC) is a community supported non-for-profit committed to being a center for culinary education and a hub for culinary arts. As an educational institution, SVC will serve two groups of students: professional students and enthusiast cooks. The Professional Program is designed for students committed to beginning a career in the foodservice industry. This one-year program offers a unique balance of kitchen classes and professional experience at an affordable cost, with a small class size. SVC's approach provides a distinct alternative to the more traditional college-level culinary arts programs. The Professional Program is a non-accredited program consisting of four months of intensive instruction and eight months of industry experience (two 4-Month externships). A wide variety of Enthusiast Classes will be offered to the public while the professional students participate in their externships. This timeline correlates to the busy seasons in Sun Valley when expertly delivered cooking classes are in high demand.

Given the small size of the school and the mix of professional curriculum, enthusiast classes, and community activities, the role of the Executive Chef is multifaceted. Thus, it is ideal for someone who enjoys being involved in all aspects of a culinary school and welcomes the challenges of a start-up business. The Executive Chef must have strong culinary skills and an ability to teach and manage programs. SVC will begin its first Professional Program in October 2020 and Enthusiast Classes in June/July, 2020. The candidate will need to relocate to the beautiful mountain town of Sun Valley, ID by May of this year. It should be noted that the primary role of the Executive Chef is to provide daily instruction to professional and enthusiast students alike.

To be considered for this position, SVC requires:

- Minimum 10 years experience as an Executive Chef
- Substantial experience in culinary education, ideally with both instructional and administrative experience
- Proven ability to lead

In addition, SVC recommends the following:

- Professional experience in multiple foodservice segments
- Ability to thrive in a start-up environment
- Experience in non-vocational (enthusiast) cooking classes
- Bachelors or Master's degree
- Professional certifications

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Candidates for this position must thrive as a self-starter and demonstrate a proven track record for guiding organizations toward excellence. This individual must also possess strong leadership, organizational, and people skills. Some level of fundraising, PR, and community engagement skills are desirable.

Executive Chef Responsibilities include:

- Direct day-to-day culinary operations for both the professional and enthusiast classes. This includes:
  - Ordering and managing food inventory
  - Delivery of professional classes
  - Development and delivery of enthusiast classes
  - Management of all kitchen assets, staff, and activities
  - Professional Student recruitment, externship supervision, student assessments, and career advising
- Adapt professional curriculum as needed in partnership with the Dean
- Maintain operational budget
- Develop and deliver other innovative culinary activities as appropriate
- Support marketing, media, PR, and event activities as required

Reporting: The Executive Chef reports to the Dean of Curriculum on educational matters and to the Executive Director on operational matters.

Salary: Competitive for an Executive Chef of a culinary school. A benefits package with health insurance will be provided. SVC will also provide assistance to locate appropriate housing and an allowance for direct moving costs.

Contact: Please send a cover letter explaining why you are interested in the job and resume to:

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