

**Midland Center for the Arts
Midland, MI**

Position Title: Station Chef/CDP

Supervisor: Food & Beverage Manager / Executive Chef

Classification: Part Time Non-Exempt (Hourly)

Last Updated: October 1 st, 2025

POSITION CONCEPT:

Under the supervision of the Food and Beverage Manager this position 'Senior Station Chef' will work alongside the Executive Chef maintaining the duties of a fully functioning Banquet Kitchen Events. Events include large to mid-sized events such as Center for the Arts performance concessions, donor lounge, board meetings, weddings, corporate events, holiday parties, religious events, celebrations of life, backstage catering and off-site rentals. Duties can range from food preparation, menu cultivation, inventory, ordering, quality and consistency monitoring of recipes and specials, and maintaining a positive attitude and guest focused demeanor while acting as a representative of the Midland Center for the Arts.

DUTIES AND RESPONSIBILITIES:

The duties of this position include, but are not limited to:

- Work alongside Executive Chef to assist in developing artful menu items reflective of the diversity and vast interests, special event programming, and non-profit nature of The Center
- Communicate and effectively collaborate to identify and rectify any and all barriers to success with Executive Chef & Food Beverage Manager
- Receive, validate and ensure proper storage of all Sysco, Gordons, or other department deliveries
- Maintain responsibilities of the kitchen in the absence of Executive Chef
- Organize and delegate tasks as needed to establish an effective workflow to maintain an organized, clean, and efficiently running kitchen
- Adhere to all laws and regulations as they relate to sanitization, proper food preparation, storage, etc.
- Handle all tools, equipment and food with a high level of respect
- Adherent to and strictly enforce safety standard protocols and operating procedures at all times

- Adhere to all portion control and recipe standards to ensure accurate food cost
- Willingness to participate in additional cleaning, organization, dish, and deep cleaning duties on a rotating consistent basis – and as needs arise due to ongoing construction
- Participate in Center Cooking Classes and informational demonstrations as needed
- Maintain a positive attitude and courteous guest focused demeanor while acting as a representative of the Midland Center for the Arts
- Adhere to all Midland Center for the Arts policies, including but not limited to, conduct, breaks, and overall expectations
- Work cohesively with other team members to create an inclusive environment, fostering a positive, meaningful and memorable guest experience
- Support Food & Beverage staff members as necessary
- Ability to maintain and account for inventory, observing proper practice, ensuring accuracy - First In First Out' - FIFO
- Adhere to all safety, sanitary, and quality regulations
- Ability to obtain, retain and understand all written and verbally communicated information including but not limited to rotating menu offerings, specials, recipes, allergies, sensitivities and pricing
- Complete all duties assigned to meet established specifications and standards in a timely manner
- Attend all mandatory assigned training sessions
- Adhere to attendance policy, clocking in/out through Paycor appropriately
Including working all assigned shifts unless otherwise approved, giving notice of absence to supervisor where possible, and informing supervisor of all scheduling conflicts, and prior obligations in a timely manner through proper channels
- Maintain a neat and professional appearance, adhering to dress-code maintaining appropriate use of provided badge and nametag
- Maintain a willingness to learn, improve and collaborate as a team member while interacting with all Center guests and staff in a respectful and professional manner

PREFERRED KNOWLEDGE AND EXPERIENCE:

- Preferred level of education- High School graduate or Equivalent

- Hospitality Education or one year of related experience preferred
- Banquet or fine-dining kitchen experience is highly desired
- Passion for food and culinary arts preferred
- Ability to demonstrate a high level of professionalism highly desired
- Ability to integrate cohesively in a team setting
- Ability to adapt to changes while completing multiple duties and assigned tasks simultaneously
- Ability to adapt to changes within the organization – especially as they apply to ongoing construction
- Basic Kitchen equipment and tool knowledge highly desired
- Kitchen equipment and tools used may include but not limited to the following items- Kitchen Knives, Slicer , Mandolin, Mixer, Oven, Stove Top Burner, Grill, Flat Top, Transportation Carts, Immersion Circulators, Computers, Printers, POS Point of Sale Toast, Dishwasher, Heat Lamps, etc.
- High level of working memory recall and organizational skills
- Experience fostering an above and beyond experience for guests
- Serve Safe certification preferred – mandatory after 1 year of employment *Required Training provided by The Center*

SPECIAL CONDITIONS OF EMPLOYMENT

- Ability to work a variable schedule including evenings, weekends, and holidays to meet operational needs
- Must be able to remain standing or walking during the entirety of an 8+ hour scheduled shift * not including observed breaks
- Must maintain current knowledge of food safety laws, regulation and best practice
- Serve Safe certification required prior to 1 year of employment
- Must have the ability to understand and accurately convert basic standards of measurement as it applies to recipes
- Must be able to lift and carry 50lbs
- Must be able to move easily up and down stairs
- Must be able to follow written and verbal direction from management
- Must be able to work well with other team members

- Must have excellent communication skills and an ability to provide high level of professionalism during guest-facing interaction and high-volume engagement
- Black non-slip footwear required for all shifts

APPLICATION INFORMATION

- Email cover letter and resume to: hr@midlandcenter.org/ Apply on Indeed.