



## The Quad Manhattan Summer Program Talent Expert: **Culinary Arts**

### **Position Description**

Talent Experts will co-plan and implement talent development curricula with psychosocial/emotional support in their area of expertise. They maintain the most current and cutting-edge knowledge in their field in order to serve the skills of gifted children limitlessly forward. The culinary arts program at The Quad Manhattan is fluid to fit the needs of 2e learners. Curriculum is based on developing communication, social, emotional and executive functioning skills while learning kitchen skills, exposure to new sensory experiences, experimenting with food and the development of novel recipes, as well as kitchen and food safety.

### **Qualifications**

- At least 5 years in their field of expertise (cooking instructor, professional chef/baker, etc.)
- Preferred: Knowledge of working with individuals with special needs
- Enthusiasm for learning and twice-exceptionality
- Positive, can-do attitude
- Strong problem solving and organizational skills
- Flexibility
- Patience

### **Dates & Compensation**

- Paid training throughout the Spring, remotely OR last two weeks in June (hybrid)
- Parent Orientation: *Tentatively set for July 2 or 3 from 5-7 PM*
- July 6-August 15, 2026
- Regular hours are either Mondays and Wednesdays **or** Tuesdays and Thursdays for appx. 3 hrs per day, sometime between 9:45 AM-2:30 PM. Once the schedule is set, no exceptions may be made. There are no days off throughout the six week program to preserve the structure and rigor of programming for our students.
- Hourly Rate starting at \$65/hr
- All small appliances, supplies, and groceries paid and delivered by program

### **Responsibilities**

- Maintain electronic activity plans that are confirmed with supervisor two weeks in advance of the class

- Attend regular supervision with supervisor for curriculum development (can be done via video conference call, typically 3-4x/summer for an hour per session)
- Consult as needed with Camp Director(s), Supervising Psychologist, and Quad Prep Clinical Team for continuation of psychosocial goals and strategies of all children in each class
- Set up and breakdown classroom daily
- Prepare weekly grocery list/cart
- Co-Develop and Self-Implement two (2) cooking lesson plans per week based in the area of interest and skill development for each group of children (3-4 groups, appx 10 children each)
- Prepare daily food items
- Abide by allergy restrictions as per policies and procedures
- Prepare course budget including but not limited to small appliances, utensils, groceries, etc.
- Prepare course description
- Review and become familiar with all student paperwork and releases prior to start of class (yellow cards)
- Complete required training prior to start date

### General Expectations

- Attend Staff Orientation and become extremely familiar with student needs prior to camp start date
- Attend a one-evening Parent Orientation during the last week in June
- Compile updates for parent newsletters for each group of children (no more than 5 sentences each) and submit to managing director prior to Thursday evening weekly
- Communicate with all staff and families via The Quad Manhattan email address
- Attend all required trainings and any additional trainings of interest related to working with and serving the twice-exceptional population
- Record and report all hours to supervisor
- Maintain clean and safe teaching areas
- Maintain Serve Safe Certification (through DOHMH for Summer Camp Program Permit Requirements): Paid opportunity if not already completed

### **Submit Most Recent CV/Resume to:**

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