



JOB DESCRIPTION

POSITION TITLE:	Assistant Culinary Instructor
FLSA JOB STATUS:	Exempt, Full time
Salary:	\$35,000 - \$40,000
Benefits Package:	Paid Time Off, Health, Dental, Vision, Life, and STD Insurance Plans
REPORTS TO:	Program Director
SUPERVISES:	NONE
WORKER'S COMPENSATION:	Worker's Comp Code:

POSITION SUMMARY: The Assistant Culinary Instructor (ACI) is responsible for working with Culinary Instructor on developing and facilitating lessons that will support youth in becoming food service professionals. Instruction involves hands-on participation from the trainees so that they develop a firmer understanding of the practice. The ACI will maintain a learning environment where trainees are encouraged to ask questions to learn about the basics of what it takes to gain employment, specifically in the food service industry. Not all youth are interested in pursuing this career path, nor are they expected to, so the ACI will also coach youth to continue to develop their soft skills and create action plans with youth when they are having trouble meeting expectations. While youth progress through the program, the ACI will coordinate with Culinary Instructor and Program Manager to ensure program efficiency and effectiveness. This may involve advising other café staff on best practices when working with youth with the support of the Program Director. The ACI will be responsible for daily meals (breakfast and lunch) for trainees and staff.

ESSENTIAL FUNCTIONS:

- Ensure program goals are met with support from the support of the Program Manager of Alumni & Employment Services and Culinary Instructor by:
 - Developing training plans for staff and trainees using YPQI standards
 - Attending Youth Program Quality Initiative workshops and participating in Youth Program Quality Assessments
 - Collecting and reporting program data to document and evaluate program efforts, outcomes, and goal achievement using the ETO system
 - Reporting trainee attendance, trainee progression and trainee disciplinary action
 - Attending weekly meeting with the Youth Development Team
- Coordinate with the Café Director to ensure program efficiency and effectiveness by:
 - Monitoring and evaluating the execution of the program curriculum to ensure effectiveness
 - Supervising and coaching trainers and trainees on a daily basis to ensure efficiency
 - Prepare and cook daily meals (breakfast and lunch) for trainees and staff
- Collaborate with Cafe Director and Culinary Instructor to effectively operate and maintain daily kitchen operations by:
 - Ensuring all foods are labeled and properly stored in all cooler & freezer areas
 - Ensuring maintenance and cleanliness of kitchen training area at all times
 - Assisting with Café and Catering operations as practicum time permits
 - Responsible for inventory items for family meal production and culinary training
 - Assisting with inventory, ordering, forecasting, and controlling waste
 - Following all health and safety guidelines in accordance with the Louisiana Department of Health and Hospitals
- Occasional participation in after hour events and functions to promote the organization and/or supervise

youth as they work events for the organization

REQUIREMENTS:

- High school diploma or equivalent, required
- Culinary Arts or bachelor’s degree preferred
- ServSafe Certification, preferred
- 2 years of experience in a supervisory role in food service operation, required
- Experience working with youth using a Trauma Informed perspective, required
- Able to manage multiple projects at any given time
- Deep knowledge and ability to communicate the mission and purpose of Liberty’s Kitchen
- Ability to de-escalate conflict situations and reframe them into meaningful experiences
- Lived experience enabling rapport-building with opportunity youth population
- Experience managing and coaching adults, preferred

SCHEDULE:

- 8:00 am - 4:00 pm Monday - Friday

TRAVEL

- Less than 10% of time by car within city limits

WORKING CONDITIONS

Routine restaurant kitchen environment, may be exposed to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

- **General Comments:** This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned and management retains the right to add to or revise this job description at any time, with or without prior notice. Employment is at-will and this job description does not imply an employment contract.

Updated July 2023

 Manager Date

 Executive Director Date

Employee Acknowledged and signed:

 Signature Date

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