



JOB POSTING: CULINARY CONSULTANT, HBK INCUBATES

ABOUT HOT BREAD KITCHEN & HBK INCUBATES:

Hot Bread Kitchen is a social-purpose bakery that enhances the future for immigrant women and preserves baking traditions through its workforce development program. HBK Incubates, Hot Bread Kitchen's culinary incubator program offers small-scale food producers licensed commercial kitchen space and annual membership to a unique culinary community. Our incubator encourages business development and formalization by providing technical assistance and flexible kitchen space so that our entrepreneurs can contribute to the economic growth of NYC's food manufacturing industry.

JOB DESCRIPTION:

HBK Incubates seeks a trained culinary professional to work with start-up food businesses for individual coaching on-site in our shared commercial kitchen facility. The ideal candidate will have experience working in commercial kitchens and will provide expertise and feedback on best practices for food sanitation, recipe scale-up, and production efficiency.

The Culinary Consultant will oversee the production and scale-up of program participants during scheduled kitchen shifts. The Culinary Consultant will also perform light maintenance duties to ensure that the kitchen and storage areas are clean, particularly during periods when there is no porter on duty. The Consultant will work under the direction of the HBK Incubates Program Director.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Orient, train and counsel incubator clients in our shared-use commercial kitchen
- Perform assessments of each member's production needs upon entry into the program
- Resolve logistical, scheduling and production issues
- Track kitchen use and member progress and status, and prepare information to report to HBK Incubates Program Director
- Facilitate the smooth functioning of the incubator by acting as point person for all immediate on-site needs if Program Director is not present, including answering kitchen-related questions and responding to emergencies
- Perform cleaning and maintenance duties where necessary to ensure a clean production space.
- Ensure businesses abide by kitchen and program policies
- Assist in preparation and provide real-time support for all Department of Health and Agriculture & Market inspections for incubator businesses
- Stand-in for Porters during off-hours by securing the receiving area answering the door and requiring all visitors to sign-in and follow visitor protocol

SKILLS AND EXPERIENCE DESIRED:

- Culinary degree from a recognized institution and/or significant kitchen management experience
- Fluent in English. Spanish proficiency is a plus
- Knowledge of proper health and sanitation guidelines including handling preparation and storage

- Strong commitment to the kitchen as a job training environment. Strong leadership, coaching and development skills. Exceptional prioritization and organizational skills in the kitchen
- Strong interpersonal/relationship building and professional communication skills
- Experience working in a commercial kitchen space
- Passion for helping food entrepreneurs and desire to learn about social enterprises
- Flexible to work night or weekend hours if necessary
- Commitment to Hot Bread Kitchen's mission of empowering low-income foreign-born women and NYC food entrepreneurs

SCHEDULE:

This position is part-time, up to 25 hours per week. Candidate must be willing to work an unconventional schedule including evening hours, weekends and holidays.

COMPENSATION:

This position will be paid hourly and wage is commensurate with experience. The position is eligible for certain benefits including paid sick leave, pre-tax Commuter Check and retirement savings. This position is also eligible for an annual performance based bonus.

TO APPLY:

Please submit the following via email to HR@HotBreadKitchen.org (please include: "HBK Incubates Culinary Consultant" in the subject line):

- A brief statement of interest
- A resume that includes at least two professional references
- Only applicants meeting the position's requirements will be considered
- Qualified candidates will be contacted for an interview. No phone calls, resumes via postal mail, or walk-ins please.