



CONTRACT INSTRUCTOR

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen creates economic opportunity through careers in food. We achieve our mission through our two programs: Bakers in Training, an intensive, paid on-the-job training program in bread-baking for women who face significant social and economic disadvantages; and

HBK Incubates, a culinary incubator that provides licensed commercial kitchen access and business development support for food entrepreneurs.

POSITION DESCRIPTION

Hot Bread Kitchen seeks experienced and dynamic culinary and/or baking and pastry instructors for temporary, contract assignments. The instructor will spend approximately 3 weeks (approximately 75 hours of instruction) teaching a class of 20 students in culinary and/or baking and pastry techniques and associated instruction. We will run five 3-week training sessions throughout the course of 2018. The class is a part of HBK's workforce development program and is meant to prepare women who face barriers to employment for work in the food industry.

Responsibilities include:

- Class management, including maintaining thorough and accurate records of attendance, performance and test results
- Model proper professional kitchen etiquette and behavior
- Conduct regular assessments of trainees' performance
- Provide regular feedback and guidance to trainees
- Instruction in the following subjects (curriculum will be provided):
 - Basic baking and pastry techniques (bread doughs, cakes, cookies, pies, tarts, fillings, etc.)
 - Basic culinary techniques
 - Kitchen-applicable math instruction (basic computations, units of measurement and conversions, etc.)
 - Food safety & sanitation
 - Job readiness (on the job communications, conflict resolution, professional kitchen culture and expectations)



REQUIRED SKILLS AND EXPERIENCE

- A minimum of 2 years' experience in professional kitchens/production environments
- Teaching/training experience
- Passion for Hot Bread Kitchen's mission
- Demonstrated ability to lead, motivate and counsel people
- Demonstrated ability to interact effectively with people of diverse socioeconomic, cultural and economic backgrounds
- Extremely organized and attentive to detail
- Ability to multi-task and manage people, resources and time
- Excellent communication and interpersonal skills
- Proficiency in all MS Office software, including Excel

TO APPLY:

Applications **must include a cover letter, resume, and salary requirements** and should be sent to: HR@HotBreadKitchen.org. Please include "Contract Instructor - Your Name" in the subject line.

Hot Bread Kitchen is an equal opportunity employer and is committed to promoting a diverse workplace.