



Culinary Instructor / Job Placement Coordinator

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen is a non-profit social enterprise that creates economic opportunity through careers in food. We achieve our mission through our two main programs: our workforce development program, a paid, [culinary training program](#) that provides job skills training to women who face profound barriers to employment. After four weeks of intensive instruction in kitchen fundamentals and professional readiness skills, our program members are poised to excel in roles across the culinary industry. All women who complete our rigorous training are matched with one of our valued hiring partners. Additionally, HBK operates a [culinary incubator](#) that offers aspiring entrepreneurs licensed and affordable commercial kitchen space and business development support to grow their food ventures.

Over the past two years, Hot Bread Kitchen has quadrupled its impact through our workforce development program; in 2019 we prepared more than 100 women for work in the culinary sector, and placed them into good jobs with the city's best employers. In 2020, we will continue to run our fundamentals program and deepen our impact to assist our members to access higher-wage work through specialized training.

JOB OVERVIEW

Hot Bread Kitchen is looking for a dynamic Full-Time Culinary Instructor / Job Placement Coordinator to help us continue in the unparalleled growth and success of our workforce program. This person will assist the Lead Culinary Instructor in the overall execution of the training program in conformity with the HBK curriculum. The instructor will co-teach a class of approximately 30 participants in 120 hours of hands-on culinary and/or baking and pastry techniques over six-week periods 5 times during the calendar year, as well as provide support for specialized and customized training sessions throughout the year.

Additionally, this person will serve the critical role of coordinating job placement activities for all members who successfully complete the culinary training. This involves conducting one-on-one consultations with members, matching them with potential employers, and preparing them for interviews. The pace of this multifaceted role is fast-moving and challenging and requires the ability to effectively engage with diverse groups of program stakeholders, including the women we serve, and our employment partners. The ideal candidate for this role is someone who is presently active in the food industry and/or has a current knowledge of food industry jobs with an aptitude to develop jobs through industry contacts.



General Responsibilities

- Co-teach culinary classes with Lead Instructor using HBK lesson plans
- Demonstrate techniques and concepts as required by the curriculum
- Maintain a positive, focused learning environment during training
- Assess performance through observation and interaction
- Provide regular one-on-one feedback and guidance to program members
- Maintain accurate records of attendance, performance, and test results
- Maintain positive and fruitful relationships with our employment partners to ensure a robust pipeline of good job opportunities for our program members
- Support in the development of jobs and new employment partner relationships
- Coordinate job placement activities, including resume creation, interview scheduling and follow-ups with candidates and employers
- Provide on-site support at external mock interviews and other HBK events

Hot Bread Kitchen Curriculum includes Knife Skills, Basic Culinary Techniques, Fundamental Baking and Pastry Techniques, Food Safety & Sanitation Principles, Kitchen Math and Recipe Reading

Qualifications

- Experience in supporting a variety of socioeconomic or cultural backgrounds
- A minimum of 2 years experience in professional kitchens/production environments
- Some teaching/training experience
- Passion for Hot Bread Kitchen's mission
- Demonstrated ability to lead, motivate and counsel people
- Extremely organized and attentive to detail
- Excellent communication skills, both written and verbal and interpersonal skills
- General computer proficiency in Microsoft office, Google platforms, and productivity software

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

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