



Assistant Culinary Instructor

(14 weeks total: two 7-week cohorts spaced apart, 35 hours/week)

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen's mission is to create economic opportunity for immigrant women and women of color through job skills training, food entrepreneurship programs, and an ecosystem of support in New York City. Since its founding, HBK has grown into a hub of economic opportunity in New York City, generating over 100 million in regional economic impact.

OPPORTUNITY

Hot Bread Kitchen is seeking an Assistant Culinary Instructor to support our Culinary Training program, which prepares members for entry-level jobs in the food industry. This entails assisting the Culinary Instructor in all aspects of our hands-on culinary training program, including the setup, execution, and clean up of the kitchen and other facilities during training. During training, the Assistant Instructor is responsible for setting up each training activity or task for members and will co-lead portions of the culinary program and professional readiness training in conformity with the HBK curricula. The Assistant Culinary Instructor will assess members' performance and meet with participants to deliver constructive feedback.

The Assistant Culinary Instructor will help facilitate our cohorts in Community Outpost kitchens, currently planned to be based in Brooklyn and the Bronx, and will be responsible for the use and upkeep of the kitchen space. The pace of this multifaceted role is fast-moving and requires the ability to effectively engage with diverse groups of program stakeholders, including the women we serve, our training partners and our employment partners. The ideal candidate for this role is someone who has a background in education, particularly in the culinary arts and has strong project management skills. This position reports directly to the Lead Education Manager with on-site direction from the Culinary Instructor.

Hours, Cohort Size, Location and Schedule

The Assistant Culinary Instructor position will be a freelance consultant role, and will require up to 35 hours per week for 7-week periods throughout the year. Each training cohort will have 10-20 participants and will take place at one of our outpost kitchens in Brooklyn and the Bronx. The cohorts will likely take place during evening hours.

General Responsibilities:

- Program Support and Education:
 - Lead professional readiness lessons and co-lead some culinary demos
 - Provide hands-on, in-person kitchen support to Culinary Instructor during the program
 - Act as primary contact for member communications about issues including attendance and activities
 - Record daily attendance and monitor uniform compliance
 - Oversee kitchen set up and clean up
 - Track inventory and order ingredients and supplies for training
 - Assess performance through observation and interaction; provide regular feedback and guidance to program members
 - Work 1:1 with members to provide educational and technical support with program content
 - Assist with culinary interviews to assess program eligibility
 - Organize food for packing at the end of training
 - Provide educational and administrative support during training and events



- Program Management and Administration:
 - Print daily lesson plans, attendance sheets, and ELL materials for training
 - Set up and breakdown classroom for Bridge programming including ELL and Food Protection Certificate Training
 - Administer surveys/assessment tools, collect and analyze responses
 - Record member attendance, performance, and other relevant metrics; maintain accurate records and manage reports using Salesforce and Excel
 - Support culinary program needs, including efforts related to potential program expansion

Qualifications:

- Passion for Hot Bread Kitchen's mission
- Demonstrated ability to interact effectively with people of diverse socioeconomic, cultural and economic backgrounds
- A minimum of 1 year experience in professional kitchens/production environments
- Some teaching/training experience
- 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 Google platforms, and productivity software

Compensation and Benefits:

This is a 14-week position (two separate 7-week cohorts, 35 hours/week). The compensation will be \$5,390 for each 7-week period. Our organizational culture is entrepreneurial, flexible, and civically-minded (learn more about our culture on hotbreadkitchen.org/careers)

Location:

This position requires regular in-person attendance at our Culinary Outpost locations (currently planned to be based in Brooklyn and the Bronx) as well as our facility in Chelsea Market. We follow New York City and State guidelines on COVID-19 vaccination and masking.

To Apply:

Applications must include a cover letter, resume, salary requirements and should be sent to hr@hotbreadkitchen.org. Please include "Assistant Culinary Instructor - Your Name" in the subject line.

Hot Bread Kitchen is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact hr@hotbreadkitchen.org to request such an accommodation.