



## Culinary Instructor

(Part-time: 8-week cohort, 35 hours/week; possibility for role to become full-time)

### 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 a Culinary Instructor to lead our Culinary Training program, which prepares members for entry-level jobs in the food industry. This entails handling the overall execution of our hands-on culinary training program in conformity with the HBK curricula. The Culinary Instructor is also responsible for assessing members' performance and meeting with participants to deliver constructive feedback. This critical role also requires the coordination of various workforce activities, which range from interviewing and assessing potential program participants to training and job placement support. This involves conducting one-on-one consultations with members, assisting with outreach, and ensuring the training program effectively prepares members to build successful careers in the food industry.

The Culinary Instructor will oversee our cohort in a Community Outpost kitchen based in Brooklyn and will oversee the set-up and clean-up of the kitchen space. 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, our training partners and our employment partners. The ideal candidate for this role is someone who has a background in culinary arts education and also has strong project management skills. The Instructor directs the kitchen staff during training hours including a Secondary Culinary Instructor, Kitchen Assistant, and porter/dishwasher.

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

### Hours, Cohort Size, Location and Schedule

The Culinary Instructor position will be a freelance consultant role. This position will require up to 35 hours per week for an 8-week period in 2022 (September and October), which includes an estimated 5-10 hours per week for lesson preparation and planning. This training cohort will have 10-20 participants and will take place at one of our outpost kitchens in Brooklyn. The cohort will take place during evening hours. If schedules allow, we may also ask this person to participate in a paid Instructor training period to ensure they understand Hot Bread Kitchen's approach and curriculum.

Though this is a temporary role, there is a possibility for this position to become full-time.

### General Responsibilities:

- Program Instruction:
  - Develop mastery of Hot Bread Kitchen culinary curriculum in order to lead Culinary Workforce Program instruction
  - Provide hands-on, in-person kitchen support during the Culinary Program, including in-class instruction and daily assessment of trainees



- Work 1:1 with members to provide educational and technical support with program content
- Lead culinary interviews to assess program eligibility
- Lead 30-45 minute professional readiness lessons using established curricula each day prior to culinary training
- Assess performance through observation and interaction; provide regular feedback and guidance to program members
- Provide educational and administrative support during training and events
- Communicate with Hot Bread Kitchen Program staff about member issues/concerns as well as member successes
- Program Management and Administration:
  - Engage with donors, partners, and other visitors during training
  - Meet regularly with contracted instructors of contextualized bridge programs to monitor member performance
  - Track member attendance, performance, and other relevant metrics; maintain accurate records and manage reports using Salesforce and Excel
  - Create and administer surveys/assessment tools, collect and analyze responses
  - Support culinary program needs, including efforts related to potential program expansion

### **Qualifications**

- Demonstrated ability to interact effectively with people of diverse socioeconomic, cultural and economic 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 Google platforms, and productivity software

### **Compensation and Benefits:**

This is an 8-week position (35 hours/week). The compensation will be \$11,200 for the 8-week period. Our organizational culture is entrepreneurial, flexible, and civically-minded (learn more about our culture on [hotbreadkitchen.org/careers](http://hotbreadkitchen.org/careers))

### **Location:**

This position requires regular in-person attendance at our Culinary Outpost location in Brooklyn 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](mailto:hr@hotbreadkitchen.org). Please include "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](mailto:hr@hotbreadkitchen.org) to request such an accommodation.*