



JOB DESCRIPTION

POSITION TITLE:	Assistant Culinary Instructor
FLSA JOB STATUS:	Exempt, Full time
BENEFITS:	Paid Time Off, Health, Dental, and Vision Insurance Plans
REPORTS TO:	Program Manager
SUPERVISES:	NONE

POSITION SUMMARY: The Assistant Culinary Instructor (ACI) is responsible for working with the Culinary Instructor on developing and facilitating lessons that will support youth in becoming food service professionals. Instruction involves hands-on participation from the trainees so that they develop a firmer understanding of the practice. The ACI will maintain a learning environment where trainees are encouraged to ask questions to learn about the basics of the culinary industry. Not all youth are interested in pursuing this career path, nor are they expected to, so the ACI will also coach youth to continue to develop their soft skills and create action plans with youth when they are having trouble meeting expectations. While youth progress through the program, the ACI will coordinate with the Culinary Instructor and Program Manager to ensure program efficiency and effectiveness. This may involve advising other staff on best practices when working with youth with the support of the Program Director. The ACI will be responsible for assisting with daily meals (breakfast and lunch) for trainees and staff.

ESSENTIAL FUNCTIONS:

Instructional Support

- Assist in planning and conducting cooking lessons, demonstrations, and hands-on activities for trainees.
- Collaborate with the Lead Culinary Instructor to adapt lesson plans to various skill levels, learning styles, and age groups.
- Provide one-on-one or small-group guidance to participants, ensuring they understand cooking techniques and safety protocols.
- Develop training plans for staff and trainees in collaboration with the Program Manager and the Lead Culinary Instructor.
- Gather and report program data using the ETO system to document and evaluate efforts, outcomes, and goal achievement.
- Track and report trainee attendance, progression, and disciplinary actions.
- Attend weekly meetings with the Youth Development Team to align programming strategies.

Kitchen and Food Safety

- Maintain proper food handling and sanitation standards in accordance with health regulations.
- Monitor participants' and trainees' safe use of kitchen tools and equipment, intervening when necessary.
- Support the Lead Culinary Instructor in maintaining a clean and organized kitchen environment.
- Follow all health and safety guidelines in accordance with the Louisiana Department of Health

Program Coordination & Curriculum Execution

- Coordinate with the Program Manager and Lead Culinary Instructor to ensure program goals are met effectively and efficiently.
- Monitor and evaluate the execution of the culinary curriculum to ensure it meets program objectives.
- Supervise and coach trainees daily to maintain quality, efficiency, and professional development.
- Prepare and cook daily meals (e.g., breakfast and lunch) for trainees and staff.

Kitchen Operations & Inventory Management

- Collaborate with the Café Director and Lead Culinary Instructor to operate and maintain daily kitchen operations effectively.
- Ensure all foods are labeled and properly stored in cooler and freezer areas.
- Always maintain cleanliness and organization of kitchen training areas.
- Assist with Café and Catering operations as the schedule allows, serving as a practical learning opportunity for trainees.
- Manage inventory items for family meals and culinary training; assist with ordering, forecasting, and controlling waste.

Youth Engagement & Development

- Build positive, encouraging relationships with program participants, promoting an inclusive atmosphere.
- Use effective communication to motivate youth, foster enthusiasm for culinary arts, and address any issues that arise.
- Encourage teamwork, respect, and a growth mindset among participants and trainees.

Administration & Reporting

- Track participant attendance, training progress, and skill development, providing regular updates to the Program Director.
- Maintain accurate records of daily kitchen operations, including inventory, ordering, and waste control.
- Provide feedback to the Lead Culinary Instructor or Program Director on lesson effectiveness, participant performance, and potential improvements.

Special Events & Community Engagement

- Participate in after-hours events and functions to promote the organization.
- Supervise and support youth or trainees as they work events that showcase their culinary skills.

REQUIREMENTS:

- High school diploma or equivalent required
- Culinary Arts or bachelor's degree preferred
- ServSafe Certification, preferred
- 2 years of experience in a supervisory role in food service operation, required
- Experience working with youth using a Trauma Informed perspective, required
- Able to manage multiple projects at any given time
- Deep knowledge and ability to communicate the mission and purpose of Liberty's Kitchen
- Ability to de-escalate conflict situations and reframe them into meaningful experiences
- Lived experience enabling rapport-building with opportunity youth population
- Experience managing and coaching adults, preferred

SCHEDULE:

- 8:00 am - 4:00 pm Monday - Friday

TRAVEL

- Less than 10% of the time by car within city limits

WORKING CONDITIONS

In a routine restaurant kitchen environment, workers may be exposed to hazardous situations and conditions that produce cuts or minor burns, and they can be exposed to hot and cold temperatures, such as working near ovens or freezers.

General Comments: This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned and management retains the right to add to or revise this job description at any time, with or without prior notice. Employment is at-will and this job description does not imply an employment contract.

Liberty’s Kitchen, Inc. is committed to providing equal employment opportunity to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military, veteran status of any other protected status or classification under federal, state or local law.

 Program Director Date

 Executive Director Date

Employee Acknowledged and signed:

 Signature Date

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