



JOB DESCRIPTION

POSITION TITLE:	Lead Culinary Training Instructor
FLSA JOB STATUS:	Exempt, Full time
REPORTS TO:	Program Manager
SUPERVISES:	NONE
WORKER'S COMPENSATION:	Worker's Comp Code:

POSITION SUMMARY: The Lead Culinary Training Instructor is responsible for 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 CI will maintain a learning environment where trainees are encouraged to ask questions to learn about the basics of what it takes to gain employment, specifically in the food service industry. Not all youth are interested in pursuing this career path, nor are they expected to, so the CI 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 CI will coordinate with café staff to ensure program efficiency and effectiveness. This may involve advising other café staff on best practices when working with youth with the support of the Director of Programs. The CI will be responsible for daily meals (breakfast and lunch) for trainees and staff.

ESSENTIAL FUNCTIONS:

Instruction & Curriculum Development

- Support and deliver engaging culinary lessons appropriate for various skill levels, emphasizing healthy eating habits, food safety, and fundamental cooking techniques.
- Create training plans and lesson materials to guide staff and trainees in meeting program objectives.
- Teach and demonstrate kitchen hygiene, knife skills, cooking methods, and other core competencies in a clear, supportive manner.
- Plan and conduct cooking lessons, demonstrations, and hands-on activities for trainees.
- Collaborate with the Assistant 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 trainees in collaboration with the Program Manager and the Assistant 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.

Program Coordination & Collaboration

- Work closely with the Program Manager to meet program goals, objectives, and learning competencies.
- Coordinate with the Café Director to integrate training activities into the daily operation of the café, ensuring efficiency and consistency.
- Collaborate with program staff and community partners to align culinary instruction with broader youth development initiatives.

Youth Mentorship & Engagement

- Mentor, supervise, and coach trainees on a daily basis, providing constructive feedback to foster growth in

culinary skills and workplace readiness.

- Encourage positive work habits and collaboration among trainees, building a supportive, team-oriented environment.
- Assist trainees with goal-setting and track progression to celebrate achievements and address challenges promptly.

Culinary Operations & Daily Kitchen Management

- Plan, prepare, and cook daily meals (e.g., breakfast and lunch) for trainees and staff as needed.
- Monitor inventory and maintain kitchen supplies, ensuring all ingredients are available for lessons and meal production.
- Label and store food properly in coolers and freezers to meet food safety standards.
- Maintain a clean and organized kitchen workspace according to health and safety regulations at all times.
- 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.

Administrative & Evaluation

- Collect and report program data (e.g., attendance, trainee progression, disciplinary actions) to document outcomes and support continuous improvement.
- Track trainee performance and program effectiveness, identifying areas of success and opportunities for growth.
- Assist with ordering, forecasting, and controlling waste to ensure cost-effective operations.
- Attend regular meetings with the Youth Development Team to provide updates, discuss challenges, and propose solutions.

Safety & Compliance

- Enforce all health and safety guidelines in accordance with local and state regulations.
- Demonstrate and maintain high sanitation standards, ensuring trainees follow proper food handling procedures.
- Report any equipment malfunctions or incidents promptly to ensure a safe and functional culinary environment.

Special Events & Community Engagement

- Participate in occasional after-hours events and functions to promote the organization's mission and/or supervise youth as they gain practical experience.
- Support café and catering operations as practicum time permits, reinforcing real-world culinary and customer service 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 time by car within city limits

WORKING CONDITIONS

Routine restaurant kitchen environment, may be exposed to hazardous situations and conditions that produce cuts or minor burns, and 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 the position's duties, responsibilities, and/or requirements. 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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