

Title: Teaching Kitchen Coordinator and Instructor

Exempt: No

POSITION SUMMARY:

Under the general supervision of the Executive Director, the Teaching Kitchen Coordinator and Instructor will organize, direct, plan and manage all program development and collaboration in the Teaching Kitchen. This position will additionally teach classes as qualified. Management style and work ethic must be consistent with the mission of the YWCA.

ESSENTIAL JOB FUNCTIONS:

- **Financial** – Develop and manage the annual budget for the department. Responsible for resource development, fundraising, grants in conjunction with the Executive Director. Evaluate research and purchase equipment for department to use.
- **Best Practices** – To ensure a well-organized smoothly functioning Teaching Kitchen to enable the students / community to learn in a clean, safe and productive environment. Oversee the administration of the Teaching Kitchen studio. Schedule classes, registration, attendance and other reporting as needed for the department. Teach classes to the community at large in conjunction with collaborating with other organizations to utilize the space. Observe staff effectiveness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- **Human Resources** – Recruit, train, supervise, orient, and evaluate staff, contracted groups and volunteers.
- **Communication** – Market the program and recruit new classes. Organize press releases, brochures and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

EXPERIENCE REQUIREMENTS:

One year of experience in working in the nutrition or culinary industry. Within the first year become ServSafe certified or holder of a Food Safe certification.

EDUCATIONAL REQUIREMENTS:

High School Diploma with education and /or certification in nutrition or culinary.

SKILLS REQUIREMENTS:

- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. QuickBooks, Daxko or equivalent).
- Ability to train, delegate and supervise staff volunteers.
- Should be a highly organized self-starter; independent and self-directed, creative, and detail oriented
- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment
- Ability to teach cooking, nutrition and cooking safety classes.
- Working with senior management
- Responding to and resolving complex questions and concerns
- Program planning, implementation and evaluation
- Special Event Planning
- Has training in first aid.

WORK ENVIRONMENT:

Typically works in a professional office environment, and mock kitchen for teaching classes.

PHYSICAL REQUIREMENTS:

Ability to perform routine first aid tasks. Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job requires frequent walking and standing, including going from upstairs to downstairs, setting up rooms.

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

Employee Signature

Date

Executive Director's Signature

Date

Rev. 4/21/17 -