



JOB DESCRIPTION

Job Title: Substitute Instructor, Culinary Arts	Department: Compliance and Programs (This position is located in a Correctional Facility)
Reports to: Director, Compliance and Program	Job status: Non-Exempt Pay Rate: \$27 per hour

JOB SUMMARY

The Substitute Instructor of Culinary Arts will provide instruction in the absence of the full-time instructor, or supplement the established curriculum by teaching a specialized unit of instruction related to the established curriculum. The substitute instructor is part-time and works as needed without a set schedule. The ability to accept work on short notice is required.

The Instructor of Culinary Arts working within the Correctional facilities, is responsible for planning, conducting and assessing hands-on classroom instructional activities. The instructor is responsible for teaching students about supplies, pricing, menu planning, safety and sanitation issues that arise in the restaurant or food service industry. The instructor is responsible for teaching culinary terminology, food cuisines, meat, fish and poultry preparation preparing students to cook meals and work alongside a chef or team to prepare meals and work with each student to prepare them for employment, advanced training or career advancement.

The instructor will develop the curriculum, maintain educational records; inventory food supplies; tracking achievement of desired outcomes. The Instructor of Culinary Arts working within Correctional facilities should have an understanding of data-based instruction and the ability to relate and build rapport with people of diverse backgrounds. The instructor should exhibit proficiency with computers and software. This individual should be reliable, professional, and have excellent interpersonal skills. The instructor should also be able to differentiate instruction based on student needs, and integrate skills and content to deliver cohesive integrated lessons.

The Instructor of Culinary Arts should model HopeWorks values and ethics. To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive, and client-centered. This individual should adhere to professional standards as outlined by rules and regulations governing the profession.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Knowledge, Skills and Abilities

- Knowledge of the principals and practices of adult education.
- Knowledge of instructional planning and teaching methods; skill in the use of assessment instruments
- Ability to develop appropriate educational goals and objectives
- Ability to establish and maintain an effective learning environment
- Ability to communicate effectively; both orally and in writing

General Operations

- Plans daily activities that would enhance the student's knowledge and abilities in the area of Culinary Arts.
- Instructs and evaluates students in a simulated worksite area/classroom environment
- Maintain repair of classroom equipment; order and replace broken parts or equipment
- Maintain a clean and safe work space
- Assists management with developing curriculum, supplies list, budgeting, and other duties
- Participates in available training to remain current in culinary arts technology and industry standards
- Responsible for performing and/or instructing routine culinary arts instruction in the areas of food preparation, cooking methods, baking techniques, safety and sanitation.
- Maintain accurate documentation of program operations, including, but not limited to, documentation required for files, internal systems, compliance, and electronic records
- Ability to write reports and business correspondence; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

EDUCATION & RELATED WORK EXPERIENCE	
Education Level	
<ul style="list-style-type: none"> • Associates Degree in related technology required • Bachelor's degree preferred 	
Years Related Work Experience	
<ul style="list-style-type: none"> • Two (2) to Four (4) years demonstrated work experience in culinary field and/or restaurant management required. 	

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
Experience in Adult Education		X
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, board, community volunteers, donors, etc.	X	
Ability to travel to satellite locations	X	
Strong written and verbal communication skills	X	
Create active and visible links to Food Service industry in order to identify potential internships or jobs for students	X	
Ability to work independently and as a team player	X	
Must be able to answer to multiple demands from multiple directions simultaneously without expressing frustration.	X	
Able to exercise judgment regarding matters of significance.	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	
A strong command of computer skills (G-Suite, Google Classroom, Zoom, MS Word, Excel and PowerPoint) is required	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
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- Must be able to remain in a stationary position, often standing or sitting for prolonged periods. Able to work with distracting noise levels, such as from equipment and students.
- Work Location: 1045 Mullins Station Road, Memphis, TN 38134

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS

Creation Date: **January 9, 2024**

Revision Date:

Supervisor: I have approved this job description and reviewed with my employee.

Signature:

Date:

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature:

Date:

Human Resources:

Signature:

Date: