



## Culinary Arts Instructor

**YWCA is on a mission!** As a social justice organization, YWCA Evanston/North Shore seeks to raise awareness on the issues of racial and gender equity. We affect real change by providing women and girls' health, safety, economic advancement, and racial justice programs and services. YWCA Evanston North Shore improves the lives of women and families, and services the northeast metropolitan Chicago area. Located in Evanston, we are minutes from the lakefront and easily accessible by public transportation.

YWCA is an Equal Opportunity Employer, and we are proud of our commitment to our diverse workforce. YWCA Evanston North Shore encourages work/life balance, offers a competitive benefits package and generous paid time off programs. Learn more at: [www.ywca-ens.org](http://www.ywca-ens.org).

### Position Summary

The Culinary Arts Instructor contributes to making our community a place where all can thrive and achieve their dreams through a career in the food service industry. Our top-notch culinary instructor's strong interpersonal skills and entrepreneurial spirit will work collaboratively with the LEAP team to create a quality food service training program from the ground-up. With a passion for all things culinary and for empowering women, the instructor will offer a robust food service training for domestic violence and community program participants. This essential member of the LEAP team, will also contribute to creating a warm and welcoming space for women and children, with an ongoing commitment to providing high quality, trauma-informed services for clients of YWCA Evanston/North Shore.

### Responsibilities

#### **Instruction**

- Creates and facilitates lesson plans that translate industry expectations into an interactive learning environment.
- Instructs and guides students in learning food service industry concepts including front and back of the house positions.
- Objectively assesses work produced by students using standardized forms of assessment.
- Communicates through demonstrations of the proper techniques and procedures in a classroom setting to diverse student population.
- Prepares and cooks hot and cold foods and bakery items using prescribed recipes and ensuring proper safety and sanitation procedures.
- Monitors temperatures of food to assure safety and quality standards are met; monitors water temperatures to assure proper temperature for sanitizing.
- Oversees and participates in the storing of unused food and supplies; disposes of unusable leftovers; utilizes proper methods of handling foods to be stored in accordance with safety and sanitation standards.
- Provides professional advice for students pursuing careers in the food service industry.
- Orders food and materials needed for instruction.

#### **Program Development**

- Takes the lead in developing Y Culinary Food Service Training curricula aligning with current trends, best practices and food safety and sanitation guidelines.
- Collaborates with LEAP colleagues to develop and implement comprehensive job development and placement services.
- Develops effective informational tools to share with clients.
- Contributes to the development of program outcomes, benchmarks, and indicators.
- Implements evaluation plan including but not limited to collecting data from clients, entering data into proper technology, and reporting out on data as directed
- Submits monthly activity reports in timely fashion.
- Reports on goals and objectives identified in government grants and foundations as appropriate.

### **Community Outreach**

- Work collaboratively with LEAP staff to identify, cultivate, and maintain strategic community partnerships that could contribute to and enrich the food service training curricula, job placement and advocates within those organizations for the benefit of our clients.
- Through active community outreach supports participant recruitment goals.

### **Additional Duties**

- Attends regular supervision and LEAP team meetings.
- Attends agency meetings, staff trainings, and agency events as requested.
- Pursues professional development.
- Understands and adheres to all of YWCA Evanston/North Shore procedures and policies as communicated in the YWCA Employee Handbook
- Performs other job duties as assigned by management.

### **Requirements**

#### **Education:**

- Successful completion of a culinary arts/ culinary studies program required
- Associates Degree in Culinary Arts, Culinary Studies preferred

#### **Experience and/or Training:**

- At least two years of progressive food service experience required
- At least two years of culinary instruction experience required
- Experience hiring and managing food service staff preferred
- Familiarity with Trauma Informed Care Principles a plus

#### **Licenses/Certificates:**

- Valid food handlers/food managers certification required
- Valid Driver's License required
- Illinois Certified 40-Hour Domestic Violence Training (completed required within first 4 months of employment)

#### **Technology/Equipment:**

- Microsoft Office Suite required
- Mastery over commercial kitchen equipment required

#### **Language Proficiency:** Spanish desirable

**Physical/Mental Demands** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Must be able to lift and carry up to 25 lbs.
- Must be able to frequently tolerate heat and handle sharp, heavy (up to 25lbs.), and hot cooking equipment.
- Must be able to safely operate a motor vehicle.
- Must be able to move about a variety of venues including office buildings, classrooms, etc.
- Must be able to operate controls for audio/video and computer equipment.
- Must be able to safely operate all commercial kitchen equipment and tools.
- Must be able to work effectively with students of different ages, languages, diverse life experiences, and learning styles.
- Must be adaptable to changing instructional approaches as needed, sometimes in the moment.

**Work Environment**

- Frequent local travel required to multiple worksites and off-site meetings.
- Employee may be required to share an office space.
- Occasional nights or weekends required for community outreach events.

**Send Applicants:** Submit cover letter and resume to [jobs@ywca-ens.org](mailto:jobs@ywca-ens.org). **Be sure to list the position title in the subject line of your email. No phone calls please. Candidates invited for an interview will be required to submit a professional writing sample.**