

St. Francis Seraph Ministries
Cooking Instructor (bi-weekly) Job Description

Job Title: Cooking Instructor

Date: May 2018

Reports to: St. Francis Seraph Ministries, Chris Schuermann and Jamie Stoneham, FarmChef, jamie@thefarmchef.com 513-658-0188

Job Summary:

This is a part-time position where the Cooking Instructor will lead 5-week “Cooking for the Family” Programs **two times a week (bi-weekly)** where parents learn basic cooking skills and healthy eating. The Cooking Instructor will be trained, assist the main instructor and other instructor-in-training, and get hands-on experience leading the course, so that they can then teach the program in future locations as well as setup/clean up. They will also be responsible for recruiting participants.

Location: St. Anthony Center
Other Community Locations around Greater Cincinnati

Responsibilities:

- Attend trainings and meetings that will facilitate making the program and instructors the best as possible.
- Help set up and clean up kitchen area during the program
- Teach a class 1-3 times a week
- Delegate tasks for volunteers before, during and after each class
- Recruit participants and volunteers
- Take photos and post images to social media and google drive
- Create end of session videos/powerpoint for each session’s graduation
- Call/text students and volunteers to remind them about the class
- Potentially help with finding community partners/grants/donations/volunteers
- Grocery shop or pick up produce/dry goods for classes
- Turn in timesheets, revenue, receipts, images, class fees, etc. in a timely fashion
- Keep kitchen and bins organized and ready for the next class
- Communicate with other instructors and Program Director about best practices how to improve the program.

Requirements:

- 1-2 years Culinary Training or working in the field
- 2 years teaching experience

Required Skills/Experience:

- ServSafe Certified or Dept of Health Person-in-Charge Certified
- English Speaking
- Transportation to and from location
- Skilled in culinary and food safety; always conscious of personal hygiene
- Skilled in educating others
- Lifting 20 lbs to setup kitchen
- Ability to be on feet for 6 hours straight
- Ability to act calm in situations of medical emergencies
- Ability to work with diverse backgrounds and ages
- Ability to work with google docs, sheets, and gmail
- Ability to maintain a clean and healthy environment

Hours:

- **Initial Training** - start date June 22nd - Aug 17th
 - Virtus Training (3 hours)
 - If not ServeSafe Certified, go through Dept of Health Person-in-Charge Certification (2 hours)
 - See Schedule for dates/hours for first Session (80 hours)
 - Grocery Shopping (1 hour/week)
 - Miscellaneous hours for contacting community partners, students, volunteers, etc. (1-2 hour/week)
- **Secondary Training** - Aug 17 - Oct 12
 - Dates/times to be determined
 - teach/shadow 2 classes a week (15-18 hours/week)
 - Pick up produce/organize (1 hour/week)
 - Grocery shopping/misc (2-3 hours/ week)
- **Once trained, each following session (:**
 - Average hours a week when teaching: 20-25 hours
 - Average hours a week when not teaching: 6 hours
 - Teaching class (15-18 hours/week)
 - Pick up produce/organize (1 hour/week)
 - Grocery shopping/misc (3-5 hours/ week)
 - End of session Staff Meetings (2-4 hours every 2 month)
- **Break from classes Nov 17 - Jan 11th**
 - Still have meetings, recruiting, calling students, organizing holiday/volunteer party

Payrate:

- \$12/hour during training and \$14/hr after trained

Training Schedule 2018



Training Dates	What for	Location	hours
Friday, 6/22 9am-4pm	Initial training, pick up produce order*	SAC & Stanley Rowe Towers	7
Sat, 6/23 9:30am - 3pm	Class and Meeting (shadow)	SAC	5.5
Mon, 6/25 2-5pm	Move Equipment and Setup*	Robert's Academy & Bethel Baptist	3
Tues, 6/26 4 - 10:30pm	Class and Meeting (Teach)	Bethel Baptist	6.5
Fri, 7/6 10-12pm	Produce Pick up and Organize*	Stanley Rowe Towers	2
Sat, 7/7 9:30-3pm	Class and Meeting (Shadow)	SAC	5.5
Wed, 7/11 9-3:30pm	Class and Meeting (Shadow)	Bethel Baptist	6.5
Fri, 7/13 10-12pm	Produce Pick up and Organize*	Stanley Rowe Towers	2
Sat, 7/14 9:30-3pm	Class and Meeting (Shadow)	SAC	5.5
Wed, 7/18 9-3:30pm	Class and Meeting (Teach)	Bethel Baptist	6.5
Fri, 7/20 10-12pm	Produce Pick up and Organize*	Stanley Rowe Towers	2
Sat, 7/21 9:30-3pm	Class and Meeting (Shadow)	SAC	5.5
Wed, 7/25 9-3:30pm	Class and Meeting (Shadow)	Bethel Baptist	6.5
Fri, 7/27 10-12pm	Produce Pick up and Organize*	Stanley Rowe Towers	2
Sat, 7/28 9:30-3pm	Class and Meeting (Shadow)	SAC	5.5
Wed, 8/1 9-3:30pm	Class and Meeting (Split Teach)	Bethel Baptist	6.5

Thurs, 8/2 9-1pm	End of Session Training*	SAC	4
Aug 6 - 17	Staff Meeting*	SAC	3

*Flexible - these hours can change depending on schedule

Secondary Training Session (Aug 17 - Oct 12):

- Dates and location to be determined
- Recruit students/phone calls 4-5 hours
- Shadow/teach 2 x 5.5 hrs per class (55 hours)
- Produce pick up 2-3 hours pickup and organize each week (10-15 hours)
- Half way through meeting with Program Director (2 hours)
- End of Session meeting with Program Director (2 hours)
- Staff Meeting (3 hours)