

JOB DESCRIPTION

Position Title: Culinary Arts Instructor

Reports to: Deputy Director

FLSA: FT-Exempt

Salary Range: Commensurate with Experience

NECAT is a registered 501c (3)

Organization

New England Culinary Arts Training (NECAT) empowers adults facing barriers to employment through training in culinary skills, social-emotional development and career readiness for success and long-term financial stability. NECAT's workforce development program combines culinary arts, career counseling, life skills learning and job placement. Students are prepared for employment in Boston-area restaurants, hotels, senior living, medical facilities, schools and other institutions. NECAT believes in a community where everyone—especially those facing obstacles—has an equal opportunity for personal growth, achievement and a better future.

At NECAT, we celebrate the diversity of our community and the individuals who choose to advance a culinary career with us. As part of an ongoing initiative, we are focusing our efforts to put diversity, equity, and inclusion at the center of our hiring process and our company culture—and build a team that better reflects our desire for equal representation in everything we do.

Position Summary

The Culinary Arts Instructor teaches a 12-week curriculum designed to provide students with the technical proficiencies, job readiness and life skills required to work in a professional kitchen; both classroom facilitation and hands on kitchen teaching including kitchen management. We are a social justice organization up-lifting adults facing obstacles to employment. The Chef Instructor is the main contact with our students, building relationships and uplifting the student. This job is mostly M-F from 8:00-4:00. Occasionally, the position requires nights and weekends to lead outreach, catering and fund raising events.

Primary Responsibilities

- Deliver high-quality, well-prepared instruction in a classroom, lab and on-line settings.
- Deliver a comprehensive and highly individualized skills-based curriculum.
- Create, prepare, and deliver lesson plans using adult learning principles.
- Provides diverse instructional methods to address various learning styles and approaches; including on-line training, demos and instruction.
- Assesses learners' progress using established program criteria, and maintains accurate records.
- Model a real-world industry-relevant setting in the teaching environment.
- Be able to work a flexible time schedule as the program requires (a few nights and weekends).
- Heeds all students, in all matters with a trauma-informed approach.
- Conducts actions and words that respects cultural differences.

- Hold students accountable for their future while exhibiting a caring, nurturing demeanor.
- Take a pro-active interest in the achievement of every student's individual success plan.

Other Responsibilities:

- Attend events, accompany students and conduct site visits as a NECAT representative.
- Actively participates in staff meetings, staff development, and other meetings.
- Use all software and technology as prescribed by NECAT including but not limited to Salesforce, Microsoft Office, One Drive and SharePoint. Training will be provided.
- Support and participates in fund raising and catering.
- Support team in student success through execution of policies and protocol.

Essential Qualities:

Team player, flexible, creative problem solver, demonstrates empathy, fearless, mission driven and business minded.

Minimum Qualifications

- Diploma in Culinary Arts, from an accredited institution (Bachelor's degree preferred).
- Industry experience in a culinary role with solid technical skills in production and instruction.
- Experience teaching a diverse and at-risk population.
- Good organizational and communication skills with a working knowledge of Microsoft Office.
- Current Servsafe certificate.
- Able to work independently and as a member of a dynamic team.
- Live our Core values of Opportunity, Respect, Transformation, Community, Joy and Diversity.

Additional Qualifications Considered

- Experience with animal, fish, and shellfish fabrication, and fresh pasta.
- Exhibited experience working or volunteering in social and human service efforts.
- Full-service restaurant and catering experience.
- While performing the duties of this job, the employee is frequently required to stand, talk, walk, hear, taste or smell.
- The employee is occasionally required to sit, stoop, and kneel and should be expected to move up to 10 pounds, and regularly lift and/or move up to 50 pounds. Stand for long periods.

NECAT does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

NECAT's operating policies adhere to all safety standards required by the Commonwealth of Massachusetts, the City of Boston and the CDC to minimize the risk of COVID transmission among students and staff. These will be in effect for as long as the public health emergency dictates.