

**Job Description – Culinary Arts Instructor**

**Location: Roca Chelsea**

**FLSA Classification: Non-Exempt**

**Organizational Overview:**

Founded in Chelsea, Massachusetts in 1988, Roca’s mission is to move disengaged and disenfranchised young people out of violence and poverty.

Roca’s Intervention Model is a cognitive-restructuring and skills development intervention that was developed and implemented to address the high-risk, underserved population of 17-24 males who are either: 1) aging out of the juvenile justice or juvenile probation systems with a strong propensity for re-incarceration as an adult; 2) connected with the adult justice system; or 3) are high-risk members of the community being served who have a strong propensity for incarceration as an adult.

Roca has a strong organizational culture where learning, personal experience, leading with values, and having deep faith are essential to achieve bold goals with disenfranchised young people. Roca helps young people to change their behavior and shift the trajectories of their lives to move toward the outcomes of economic independence and living out of harm’s way.

**Position Overview:**

The Culinary Arts Instructor will run classes with extremely high-risk 17 – 24 year old gang, street and court involved young men to help them develop the skills they need to succeed at work. This person will also provide oversight and coaching to the Springfield Site Culinary Arts Instructor and supervise the Advanced Transitional Employment Participant in Culinary Arts.

An agreed upon series of curriculums for one time to multiple session workshops and classes will be used to engage young people and increase their skills. The Senior Culinary Arts Instructor/ Supervisor & Organizational Caterer is responsible for working in partnership with the youth workers and coordinators to ensure program participation and completion of training. Additionally, catering events will be used as learning opportunities for young people engaged in the culinary arts and hospitality programming.

The Senior Culinary Arts Instructor/ Supervisor & Organizational Caterer will also oversee the Chelsea food pantry project and will report to the Education Program Coordinator.

**Job Summary:**

Understand, practice and promote the vision, mission, values, methods, and models of Roca.

Bottom Line Responsibilities	Expectations and Deliverables
Engage with Participants and Youth Workers	<ul style="list-style-type: none"> <li>• Engage and build relationships with young people enrolled in Transformational Relationships and participating in stage-based educational and pre-vocational programming</li> <li>• Follow up daily with young people and youth worker regarding participation and progress in programming</li> <li>• Provide weekly attendance and participant target lists for classes, workshops, work projects, etc. to youth workers in team check-ins and meetings</li> </ul>

Bottom Line Responsibilities	Expectations and Deliverables
	<ul style="list-style-type: none"> <li>• Provide hands-on supervision and coaching for young people to create a daily community dinner and other food preparation as needed</li> <li>• Assess student level of engagement readiness and communicate with youth workers (can they sit through class, do they have substance abuse barriers, do they have street issues with other young people, etc)</li> <li>• Work closely with youth workers to monitor the development of young people</li> </ul>
Teach Culinary Arts and related Programming	<ul style="list-style-type: none"> <li>• ServSafe Training</li> <li>• Hospitality Training</li> <li>• Work with appropriate team and employer partners for improving trainings, developing and implementing advance trainings, and workshops as requested</li> </ul>
Responsible for the oversight and implementation of the Chelsea site Food Pantry Project	<ul style="list-style-type: none"> <li>• Emergency food distribution to a minimum of 50 participants</li> <li>• Distribution of \$50 gift cards to minimum of 40 participants</li> <li>• Supporting SNAP access and enrollment</li> <li>• Providing community dinners for 50-70 participants 5x per week</li> </ul>
Organization Catering	<ul style="list-style-type: none"> <li>• Provide catering for organizational events, meetings, groups as requested</li> <li>• Use events as projects to engage young people and incorporate into culinary and hospitality training opportunities as appropriate</li> </ul>

**Qualifications**

Roca seeks a highly driven individual who is good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in learning and supporting coworkers.

Roca expects candidates to have the following qualifications and skills:

- BA /Equivalent experience accepted --Minimum of three-five years of culinary experience in a commercial kitchen, catering or other comparable business.
- Understanding and experience working with high risk, multicultural, diverse young people; preferably two to three years of direct service work
- Experience teaching and managing a classroom
- Experience developing an engaging hands-on educational curriculum
- Strong oral and written communication skills
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Capacity for creative problem-solving, conflict resolution, violence prevention
- Organizing, managing and completing projects and tasks with thoroughness, accuracy, and timeliness
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Ability to work as a part of a team
- Flexibility with work hours/schedule as needed for programming and participant needs
- Bilingual (English/Spanish) is preferred but not required.

**Requirements for this Position**

- Travel around the Harbor Area
- Computer Literate
- Working with diverse cultures
- Valid MA Driver's License