



## ***Culinary Instructor***

***Monday-Friday 8:00-4:00***

## ***Culinary Apprentice Program (CAP) Manager***

### **ABOUT US**

*Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.*

*The Culinary Apprentice Program Manager is a vital member of the Culinary and Catering team, responsible for the overall management and development of the Culinary Apprentice Program. Reporting directly to the Vice President of Culinary, the CAP Manager oversees the training and mentorship of students and volunteers in culinary foundations and advanced techniques. This role is essential in ensuring the successful delivery of a comprehensive curriculum that equips participants with the skills necessary for employment in the culinary industry, while also promoting kitchen safety, sanitation, and professionalism.*

### **DUTIES AND RESPONSIBILITIES**

- Program Management: Lead and manage all aspects of the Culinary Apprentice Program, including curriculum development, student recruitment, daily operations, and program evaluation. Ensure the program aligns with the American Culinary Federation standards and remains the premier accredited program in North Carolina.
- Instruction and Training: Deliver hands-on instruction in both basic and advanced culinary skills to a diverse group of students. Facilitate lessons that cover all aspects of culinary arts, including knife skills, cooking techniques, menu planning, and nutrition.
- Curriculum Development: Collaborate with the Vice President of Culinary to co-develop and refine a 14-week curriculum for phase one, including ServSafe Managers Training, Life Skills, and Professional Skills. Design a 6-week advanced training module for graduates.
- Student Support and Development: Provide mentorship and career guidance to students, assisting them in job placement and career advancement opportunities. Coordinate with local chefs and industry professionals to offer guest lectures and cooking demonstrations.
- Operational Oversight: Manage the program's budget, including purchasing and inventory control of food and supplies. Develop and maintain strong relationships with food donors and vendors to ensure a steady supply of quality ingredients for student training.
- Compliance and Safety: Monitor and enforce safety and sanitation standards in accordance with state regulations and program policies. Serve as the proctor for ServSafe certification exams and ensure all students achieve required certifications.

- **Community Engagement:** Represent the Culinary Apprentice Program in the community, building partnerships with local businesses, nonprofit organizations, and culinary professionals to support program growth and student success.
- **Graduation and Certification:** Plan and execute graduation ceremonies, recognizing student achievements and awarding certificates of completion. Maintain accurate records of student progress and program outcomes.

## **QUALIFICATIONS**

- Graduate of a certified Culinary Arts Training program with a minimum of 3 years' experience as an Executive Chef or Culinary Program Manager in a high-volume culinary environment.
- Proven track record as a hands-on trainer with the ability to inspire and motivate students from diverse backgrounds.
- Strong experience in curriculum development and instructional design for culinary education.
- Financial acumen with experience managing program budgets, inventory, and cost controls.
- Proficiency in MS Office Suite and other educational technologies.
- ServSafe certified with the ability to serve as an exam proctor.
- American Culinary Federation (ACF) membership or certification preferred.
- Valid North Carolina Driver's License with an insurable driving record.

## **CORE COMPETENCIES**

- **Leadership and Mentorship:** Demonstrates the ability to guide and develop others, creating a positive and inclusive learning environment.
- **Strategic Planning:** Capable of developing and implementing strategic initiatives that drive program success and growth.
- **Adaptability:** Flexible and open to new ideas, able to adapt to the evolving needs of the program and its participants.
- **Community Building:** Committed to fostering relationships within the community to enhance program impact and student opportunities.

## **WORKING CONDITIONS**

Majority of work is performed in a commercial kitchen environment, culinary classroom, or office setting. Travel to local off-site events during evening or weekend hours may be required.

## **PHYSICAL REQUIREMENTS**

Must be able to stand for long periods and perform physical tasks such as lifting up to 50 pounds and working in a fast-paced kitchen environment.

## **DIRECT REPORTS**

None

## **EEO and Everify**

**Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle]** provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

**ADA Compliant:** [Inter-Faith Food Shuttle] is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

**Inter-Faith validates the right to work using E-Verify.** Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**COMPENSATION & BENEFITS** Pay Rate: \$51k-\$54K based on qualifications and experience. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO), nine (9) designated paid holidays, and additional floating holidays based on start date.

**TO APPLY**

Please send **resume and cover letter** to [recruiter@FoodShuttle.org](mailto:recruiter@FoodShuttle.org)

***Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.***