



Job Description: **Life Skills Instructor - Team Lead**

Full-Time

The **Life Skill Instructor- Team Lead** oversees the Life Skill Instructors and the overall culinary arts program which is intended to contribute to the success of our clients in recovery by teaching them the skill of meal planning, budgeting, meal preparation, nutrition education, and food storage for those who experience food insecurity.

JOB DUTIES AND RESPONSIBILITIES:

- Modeling the standards for working with individuals in recovery.
- Create a fun and educational cooking class experience at every class.
- Review and approve menus and training plans.
- Oversee budgets, plan meals, and maintain inventory of essential items.
- Ensures proper storage, prep and service procedures and maintains all equipment and workspaces to ensure sanitary conditions.
- Ensures all food items are cooked, served and stored at the correct temperature.
- Coordinates with the Outreach Team on food distribution to the homeless encampments and others.
- Provides coaching in the moment and performance feedback to culinary participants.
- Seeks opportunities to increase cooking class expansion.
- Anticipates and solves problems by taking decisive action, follows up with the Program Director.
- Stays informed by maintaining product knowledge, accesses available training and seeks out additional resources when necessary.
- Ensures the accuracy and integrity of employee information including, but not limited to, Time and Attendance records and personal data.
- Demonstrate exceptional verbal and written communication skills with participants and staff.
- Coordinate with staff when creating training schedules.
- Recipes **can not** include the use of alcohol.
- Additional responsibilities as assigned by the Program Director.

ESSENTIAL FUNCTIONS:

- Ability to communicate verbally and work cooperatively with participants and staff.
- Ability to remain in a stationary position for up to 3 hours at a time.
- Ability to move about the workplace coaching and directing class participants.

- Ability to distinguish, with a degree of accuracy, differences or similarities in intensity or quality of flavors or odors, or recognizing particular flavors or odors using tongue or nose.
- Ability to grab, reach, push, pull, bend, stoop, kneel and crouch in order to demonstrate, retrieve and/or replenish merchandise and/or cooking equipment.
- Ability to use hands to seize, hold, grasp, turn, or otherwise in order to chop, whisk, slice, stir, juice and/or demonstrate other techniques.
- Ability to work a varied schedule in order to teach classes at different times of the day, week and year.
- Ability to operate a computer, keyboards, and mouse in order to accomplish work.
- Regular and predictable attendance.
- Ability to lift and/or move merchandise and/or kitchen equipment weighing up to 35 lbs.
- Ability to work with individuals coming out of homelessness with compassion and understanding and to recognize the level of food insecurity they experience when homeless.

EXPERIENCE AND REQUIRED QUALIFICATIONS:

- Culinary degree or equivalent experience considered in lieu of degree.
- Valid Food Handlers.
- Demonstrated successful teaching and training experience.
- Proven training and communication skills.
- Proven leadership and financial management skills.

This job description represents a summary of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, may be part of the job. This job description is not an employment agreement or contract. XChange Recovery has the exclusive right to alter this job description at any time without notice.

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