

# Job Announcement

<b>Title:</b>	<b>Kitchen Trainer: Culinary Production</b>
<b>Regular Schedule</b>	Monday – Friday 8:30AM – 5PM Some evenings and weekends when required.
<b>Exempt – Salary</b>	\$70K annual
<b>Reports to:</b>	Director or Training and Kitchen Operations
<b>Start Date:</b>	ASAP

## The Opportunity:

Homeward Bound of Marin is a dynamic and evolving nonprofit agency dedicated to ending homelessness in Marin County through affordable housing development, supportive services, job training, and social enterprise. With a successful 49-year history and strong interdisciplinary partnerships with both private and public organizations, Homeward Bound is poised for impactful growth over the next decade. Our work environment places a strong emphasis on Justice, Equity, Diversity, and Inclusion (JEDI) values and rewards qualities such as resourcefulness, flexibility, kindness, compassion, and understanding.

Homeward Bound offers culinary training to individuals facing barriers to regular employment through the operation of the Fresh Starts Culinary Academy (FSCA). FSCA is an American Culinary Federation (ACF)-certified training program designed to provide industry-certified culinary arts training to those with barriers to employment, equipping them with the skills needed for jobs in the food service and hospitality industries. We hire FSCA graduates into four related culinary "social enterprise" businesses, including an events and catering center, monthly celebrity chef demonstration dinners, daily mass contract meal production, and a line of high-end dog treats.

Homeward Bound is seeking a Kitchen Trainer to provide hands-on, on-the-job, culinary instruction to students and kitchen employees, while also working in a production role in these social enterprise businesses. The Kitchen trainer will help to provide mentorship, organization, and a nurturing approach to training in the Wagster Treats business and our kitchens.

The Kitchen Trainer will work closely with the Head Chefs in the production and catering kitchens, and the Director of Training & Culinary Operations, to create a holistic training and learning environment.

So, if you have a heart and passion for our work and you have culinary training experience, we want to hear from you!

## The Candidate:

We are looking for a culinary professional who has a passion for teaching and is looking to work a mainly daytime schedule, while contributing to a vibrant nonprofit with a strong business acumen.

### Education or Training Equivalent to:

- 🏠 Bachelor's Degree, Culinary Arts Degree, and equivalent kitchen experience; at least 3 to 5 years of experience in professional food service management.
- 🏠 A demonstrated teaching style reflecting compassion, wisdom, and integrity.
- 🏠 Experience and preferred commitment to teaching people who are disadvantaged and who have barriers to learning.
- 🏠 Clear and organized communication which fosters a cohesive team environment.
- 🏠 Committed to the mission of Homeward Bound of Marin
- 🏠 Excellent written and verbal communication skills, including computer skills.
- 🏠 Demonstrated energy and a passion for excellence, teamwork, and creating success.
- 🏠 Ability to maintain an effective learning environment to keep instruction on track in the classroom and in the kitchens.
- 🏠 Self-starter who takes appropriate initiative, has excellent time management and organization skills, creative and has a sense of humor.
- 🏠 ACF certification or certification eligible

### Special Qualifications, Qualities & Physical Requirements (skills, abilities, licenses):

- 🏠 Committed to the mission of Homeward Bound of Marin.
- 🏠 To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- 🏠 Ability to stand for extended periods of time (6 – 8 hours per day)
- 🏠 Ability to sit, and use a computer mouse, keyboard, and monitor, for moderate periods of time (1 – 3 hours per day)
- 🏠 Ability to stoop, crouch, kneel, and/or crawl on occasion.
- 🏠 Ability to lift and/or move objects weighing up to 25 pounds.
- 🏠 High level of awareness and comfort working in a culturally and ethnically diverse work environment
- 🏠 Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Major Responsibilities:

- 🏠 Plans, prepares, and executes meal production, and train staff on kitchen techniques, inventory management and hygiene standards.
- 🏠 Hands -on role to prepare students to be successful in a food service work environment.

### Wagster Oversight:

- 🏠 Provide oversight, as needed, in the daily Wagster Dog Treat production process.
- 🏠 Help problem solving and treat manufacturing, baking, and staff issues as they arise.
- 🏠 Assist to create and utilize training procedures and materials.

### Kitchen Production:

- 🏠 Participate in hands on production and on the job training to kitchen employees, students and volunteers while working in the production, catering, and shelter kitchens.
- 🏠 Mentor transitional employees as they prepare and order food in the shelter kitchens.
- 🏠 Produce food of consistently high quality, taste, and presentation.
- 🏠 Expedite production and service during periods of demand as needed.
- 🏠 Guide kitchen employees in maintaining a consistent clean environment including all equipment, walk-ins, floors, hoods, etc.

#### Training Program Support:

- 🏠 Provide hands-on direct training with students and employees on core kitchen competencies.
- 🏠 Train students and employees on following, modifying, and adapting recipes to meet production needs.
- 🏠 Teach culinary classroom lectures, as applicable.
- 🏠 Help students and transitional employees with job search including application process, as applicable.
- 🏠 Participate in bi-monthly Job Readiness Assessment (JRA) with each student, as applicable.
- 🏠 Maintains and models confidentiality related to all client, student, and resident services as well as any personnel-related issues.

#### Relationships:

- 🏠 Establishes and maintains open, supportive, and collaborative relationships with instructors, directors, managers, board members, and all other staff members.
- 🏠 Maintain effective communication and working relationships with kitchen and program staff.
- 🏠 Responsive to staff suggestions and concerns. Work to resolve issues.
- 🏠 Work with HB team to build a network of businesses, create a FSCA Advisory Board to support FSCA graduates for job placement and retention.
- 🏠 Greets, communicates, and treats all clients, customers, and students with respect, dignity, and an attitude of service.
- 🏠 Maintains and models confidentiality related to all client, student, and resident services as well as any personnel-related issues.

#### Written & Verbal Communication Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Demonstrated ability to effectively present information and respond to questions from groups and individuals.

#### Equal Opportunity:

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.

#### Competitive Benefits:

- 🏠 100 % Employer Paid Medical, Dental, and Vision Insurance
- 🏠 403 B match
- 🏠 120 accrued vacation hours (2 weeks); prorated for part-time employees.
- 🏠 13 paid holidays off
- 🏠 12 Sick days annually (prorated for part-time employees)
- 🏠 Employee Assistance Program

## To Apply:

Send resumes to **careers@hbofm.org**

*\*\$70K annual DOE with a competitive benefits package which includes 100% employer paid medical and dental insurance, 80 accrued vacation hours, and access to a 403b retirement plan. Under California law, Homeward Bound is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary or hourly rate outside of the range posted in this job announcement. This range considers the wide range of factors that are considered in making compensation decision including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. Salary and hourly rate offers are determined based on final candidate qualifications and experience.*