



El Sol Part-Time Kitchen Training Program (KTP) Coordinator

This is an FLSA Classified Exempt Position. This is a part time position for up to 15 hours per week.

Essential Functions:

- Prepare Community members for the ServSafe Certification Exam (30%)
- Provide instruction and demonstration of basic cooking techniques including but not limited to different cooking methods, proper technique, food handling, recipe literacy, menu planning etc. (30%)
- Keep track of materials, inventory, and budgets (10%)
- Be available for questions or concerns from community members about cooking projects (5%)
- Communicate information with enthusiasm, clarity and patience (5%)
- Ensure safe and appropriate use of all equipment (5%)
- Report Programmatic and Quarterly Data. (5%)
- Assist with special events and other tasks as assigned (5%)
- Be creative with program recruitment and development. Guide the volunteers in supporting the class to provide a positive, educational environment (5%)

Education, Experience, and Qualifications:

- Certified ServSafe Manager
- Experience in commercial kitchen
- Bi-lingual in Spanish and English required
- Working knowledge of professional cooking equipment
- Excellent Communication skills
- Strong Leadership skills
- Excellent organizational and time management skills
- Detail-oriented, able to multi-task
- Ability to be flexible and work with people of diverse background
- Demonstrable experience working within a programmatic budget
- Ability to recruit and coordinate volunteers
- Computer skills (Microsoft Office Suite, Internet)

The KTP Coordinator will report directly to the Worker Development Coordinator.

Name

Date