



**HALEY HOUSE**

# We're Hiring!

## TBK Chef Instructor

*About Haley House: Haley House uses food and the power of community to break down barriers, open opportunities, and strengthen the neighborhoods we serve. Our Take Back The Kitchen Program (TBK) is a progressive culinary arts and health education program. The TBK mission is to empower students, families and seniors by providing them with hands-on culinary skills and health education to make healthy, sustainable food decisions that can combat growing health disparities in our community.*

*Founded in 1966, Haley House has grown to include four interconnected branches: direct services (soup kitchen, food pantry, meal for elders, TBK), permanent affordable housing, urban agriculture, and social enterprise (Haley House Bakery Cafe). Our direct services and housing are located in the South End, and our social enterprise is located in Roxbury; our urban agriculture is in both neighborhoods.*

This is a part-time position. Chef Instructors are paid a flat fee of \$150 per class. Additionally, Chef Instructors receive \$17 per hour for participating in administrative meetings.

**Role:** Lead and instruct TBK cooking classes, special events, and/or demonstrations utilizing TBK curriculum. This role requires a combination of culinary skills, teaching ability, and a passion for nutrient-dense cooking. Chef Instructors will engage youth and adult students as they learn culinary techniques and will challenge students to think critically about health as it relates to dietary choices.

### Key Responsibilities:

- Following the class curriculum and session lesson, select appropriate recipes and successfully execute the lesson plan and recipes.
- Source and/or purchase the needed ingredients for each class and submit receipts for reimbursement.
- Set up before and clean up after classes.
- Follow health and safety procedures in the kitchen.
- Direct volunteers in assisting with the class (set up, clean up, shopping, etc)
- Keep the students engaged and focused during the class session.
- Facilitate reflections with the students and volunteers following the class session to gauge what the students are learning.
- Complete class reports and obtain participant's surveys after each class.
- Submit timesheets and reimbursement requests in a timely manner
- Participate in TBK curriculum development.
- Staff and assist with special events.
- Participate in staff meetings as requested.
- Perform other tasks as requested

### Qualifications:

- Interest and comfort in working with low-income individuals from diverse backgrounds.
- Committed to working with a non-profit that addresses issues related to homelessness, housing, food insecurity, job training, social justice and urban agriculture.
- Commitment to helping the most vulnerable in our society and challenging existing systems of privilege and injustice.
- Able to demonstrate patience, empathy, professionalism, and optimism.
- Excellent time management abilities.
- Ability to work late afternoons, early evening classes and some weekends.
- Strong organizational skills and able to complete class reporting.
- Culinary training certification
- Past culinary teaching experience a plus

### To apply:

Send cover letter and resume to Jay Vilar at [jvilar@haleyhouse.org](mailto:jvilar@haleyhouse.org).