



Part-Time Culinary Arts Program Specialist

Position Title: Culinary Arts Program Specialist

Category/FLSA Status: Non-Exempt

Supervisor: Culinary Program Manager & Program Director

Direct Reports: No Direct Reports

Mission: With belief in their potential, [Youth With Faces](#) gives justice-involved youth the skills needed to break the cycle of incarceration and create positive futures.

Youth With Faces programs are designed around foundational life and career skills needed to be capable, contributing members of the community. Our current programs include Culinary Arts & Hospitality Apprenticeships, Food Handler and Food Manager Certification, Career Readiness, Financial Empowerment and FutureU Reentry Support.

Position Description

The Culinary Specialist will ensure the successful oversight and delivery of Youth With Faces' Culinary & Hospitality training to students residing in local juvenile justice departments. This part-time position will include in-person classes in McKinney as well as administrative duties, record keeping, and lesson planning. This is a part-time hourly position working up to 25 hours a week.

Responsibilities

- Teach Food Manager and food safety lessons, following the Food Manager Certification workbook.
- Help students study for and take their Food Handler or Food Manager certification. (Youth With Faces will pay for you to become a test proctor.)
- Teach the Youth With Faces Culinary Arts Curriculum and lead lessons with direction from the Culinary Program Manager on menu development, shopping and budgeting, kitchen skills, culinary fundamentals, food safety, nutrition education, front of house service and preparing and promoting catering events. Work primarily at McKinney and South Dallas locations, as needed.
- Assist with planning and implementing catering events on site at the McKinney juvenile facility or at a community location at the end of each quarterly cohort (with assistance from the program management team as needed).
- Assist with executing a catering event at the South Dallas juvenile facilities, or at a community location at the end of each quarterly cohort.
- Manage Youth With Faces student interns at the catering events.
- Effectively report student outcomes to program management staff.

- Manage or complete student documentation in an accurate and timely manner, throughout all phases of a student participation through release - to include intake, attendance, certification, and case management notation.
- Complete student records in accordance with YWF policies and procedures.
- Maintain student records in the agency database (Salesforce) or other record-keeping system, as directed by your supervisor.
- Work collaboratively with program management staff to upkeep and inventory all Youth With Faces tools and equipment.
- Research community chefs and partners who may be a good fit to teach and volunteer for classes.
- Create shopping lists for items needed for classes and events at McKinney location and purchase as needed. Purchasing food may be required, on occasion (Youth with Faces will reimburse).
- Assist students who participate in “Earn & Learn” opportunities with filling out their W-9s, as needed.
- Maintain effective and collaborative communications and relationships with all YWF partners, volunteers, and vendors.
- Plan and lead field trips to local restaurants or culinary institutions.
- Perform all other duties as assigned by the supervisor.

Qualifications

This is a unique opportunity for a motivated individual with kitchen, cooking and catering experience. The candidate must be able to work independently to develop curriculum, menus and other plans; and work collaboratively with the program team and volunteer chefs to implement daily classes and results. Specific requirements include:

- Minimum of two years of professional kitchen, catering and/or events experience.
- Preference will be given to individuals who have experience working with youth and/or teaching, or individuals who have completed a college or industry certification culinary education program.
- Food Manager Certification.
- Excellent organization and communications skills.
- Must set an extraordinary example of professionalism among Youth With Faces students.
- Ability to teach weekday classes during the afternoons.
- Be available to assist and support the culinary programs team in Dallas, as needed.
- Must attend a mandatory Juvenile Department volunteer/staff training.
- Must complete a background check that includes fingerprinting and a photograph.

The hourly rate for this role is \$25–\$32 per hour, depending on experience. Interested applicants should submit a cover letter and resume to Youth With Faces at info@youthwithfaces.org.