

New Covenant United Methodist Church
Job Description

Position Title: Chef Trainer	
Reports to: Director of Programs	Status: Part time
<p>Organization Mission: The mission of Literacy Volunteers of Greater Hartford is to create a community of fully literate adults through student-centered instruction that catalyzes career readiness and advancement.</p> <p>Position Mission: The Chef Trainer will be responsible for all aspects of preparing community dinners while training LVGH students on proper food preparation techniques.</p>	
<p>Duties and responsibilities:</p> <p>Program Administration Keep inventory and order food according to portion size and projected number of people to be served. Maintain records of number of meals served. Order all supplies such as gloves, plastic wrap, paper goods, etc.</p> <p>Job Training Prepare, cook, serve and store all food according to ServSafe protocols. Provide contextualized learning instruction to LVGH students by creating hands-on learning opportunities in the kitchen that reinforce the ServSafe Food Handlers lessons being taught in the classroom. Review vocabulary and concepts that students need to practice in order to successfully obtain certification. Assign work in the kitchen to ensure that all students and volunteers are given the chance to learn all of the tasks required to produce the meal. Model excellent customer service by providing a safe and welcoming environment for all students, volunteers and diners.</p> <p>Communication Communicate openly with LVGH and New Covenant staff to ensure that everyone is fully aware of relevant program, volunteer and student issues, challenges and successes. Communicate with LVGH staff and volunteer tutors about attendance and lessons being covered in the classroom.</p> <p>Miscellaneous Other duties as assigned by LVGH staff.</p>	
<p>Critical Skills Required</p> <ul style="list-style-type: none"> - Strong organizational and leadership skills - Team Player - Basic competence in Windows, Office - Teaching Skills - Bilingual (Spanish/English/Portuguese) preferred - Multi-tasking 	
<p>Required Experience:</p> <ul style="list-style-type: none"> - 1 to 3 years of related experience as a manager or supervisor in a food service setting - ServSafe Manager Certified - High School diploma or equivalent 	

Revised: 4/21