

Common Table Assistant

Part-time, 15 hrs per week

Monday: 9-12

Tuesday: 10:30-1:30

Wednesday: 10:30-1:30

Thursday: 9-12

Friday: 9-12

Nights and weekends occasionally required

Description:

Catholic Charities seeks an Assistant for Common Table. Common Table is a culinary arts job-training program which assists people who typically face barriers to employment in developing culinary skills and building their careers. This 8-week social enterprise program teaches students through classroom and hands-on experience in preparing lunches for the quick service café, and meals for the catering business.

Responsibilities:

- Assist in teaching lessons to students, both in the classroom and hands-on work in the kitchen
- Provide mentorship to students as they learn to master skills in the kitchen
- Meet regularly with Program Director, Life Skills and Job Readiness instructors to ensure students' success
- Administer student assessments
- Assist in set up and execution of catering events (requires night and weekend availability), while also representing the program and delivering excellent customer service
- Deliver boxed lunch orders during the week
- Maintain the weekly kitchen schedule
- Work with the Chef Instructor on recipe development and food costing
- Ensure that all product leaving the kitchen is of high quality and meets all requests as stated by the customer
- Assist in cleaning and organizing of kitchen and storage areas.

Qualifications:

- Experience in working in the food service industry. At least 2 years working in a commercial kitchen.
- Highly organized with close attention to detail and an ability to work independently.
- Excellent communication skills and customer service practices.
- Motivated by helping students improve their quality of life through job training and placement.

- Comfort working with students of varied ages from mixed backgrounds and cultures.
- Ability to inspire and teach positive life skills and general job readiness.
- If non-native English speaker, then must have advanced English equivalent to: CASAS 221-235 or BEST Plus: 507-540.
- Must have driver's license and clean driving record.