

## **JOB DESCRIPTION – CLARENDON HILLS PARK DISTRICT**

TITLE: Culinary Instructor  
DEPARTMENT: Recreation  
STATUS: Part Time (Seasonal)

PREPARED BY: Vince Davis  
DATE: 7/23/2021

### **JOB SUMMARY**

Under the direction of the Athletic/Facility Recreation Supervisor, the Culinary Instructor is responsible for the supervision, and teaching of a variety of age groups from children to adults the basics of cooking and/or nutrition. This position has an emphasis on developing new cooking programs as well as helping provide a fun and safe environment while cooking.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintain and foster a safe, engaging, and positive learning environment for all participants.
- Provide instruction and lead participants through basic/advanced fundamentals.
- Initiate, facilitate, and moderate classroom discussions.
- Develop, plan and implement high quality lesson plans to develop and enhance participants skills.
- Gather and organize materials and cooking apparatuses for class.
- Coordinate the procurement of cooking ingredients for class with the Athletic/Facility Recreation Supervisor.
- Demonstrate time management and detail-oriented skills.
- Develop engaging culinary classes and special events for all age groups with the assistance of the Athletic/Facility Recreation Supervisor.
- Ability to work under pressure and to meet deadlines.
- Communicate effectively with parents and participants.
- Communicate with Recreation Supervisor regarding classes and attendance.
- Responsible for cleanliness and organization of kitchen
- Complete additional duties as delegated by the Recreation Supervisor.

### **HOURS:**

Hours are flexible. Hours can be any day of the week between 8:00am and 9:00pm.

### **QUALIFICATIONS:**

- Minimum of a high school diploma or equivalent knowledge, skill, or development in cooking instruction/culinary classes.
- A minimum of two years of supervisory experience in cooking instruction/teaching.
- A positive attitude and a willingness to provide exceptional service and to act as a leader in all culinary activities.

**SAFETY RESPONSIBILITIES:**

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Promptly report to the Athletic/Facility Recreation Supervisor, Safety Coordinator or member of Safety Committee all unsafe actions, practices or conditions observed.
- A Criminal Background Check will be conducted on each employee hired.
- Obtain CPR and First Aid Training Certification or provide a copy of current certifications.
- Document all injuries and submit report to Athletic/Facility Recreation Supervisor following any incidents.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Personnel and Employment Policy.

**PSYCHOLOGICAL CONSIDERATION**

Worker must be able to work around co-workers and visitors to the office. Must be comfortable working independently/alone as schedule dictates.

**PHYSIOLOGICAL CONSIDERATIONS**

Frequent bending, reaching, lifting up to 50 pounds. Moving and transporting equipment as required for the program/rental set-up. Must be able to communicate effectively and timely with supervisor, patrons and guests.

**ENVIRONMENTAL CONSIDERATIONS**

- Worker performs most activities indoors. Indoor environmental conditions will include lighting and temperature.
- Workers may be exposed to outside conditions while running errands or assisting in outdoor activities.

**COGNITIVE CONSIDERATIONS**

Worker must be able to follow directions and perform work activities as described.