



**Job Title:** Culinary Education Workforce Specialist  
**Supervisor:** Cafe General Manager  
**Date:** September 9, 2022

**Department:** Social Enterprises  
**FLSA Status:** Non-Exempt, Full Time  
**Salary Range:** \$21.00  
Bilingual differential \$.58 cents /hr

### Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and being an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. [www.restorativepartners.org](http://www.restorativepartners.org).

### Program Overview

In partnership with Cuesta College, the Restorative Partners Bridge Cafe Culinary Training and Internship Program (BCCTIP) is a job-training program for justice-involved students. RP recruits students from, but not limited to, our recovery home residents, the RP drop-in center, System Navigation, Probation and Parole. Together, RP, Cuesta faculty and staff, provide a pathway to academic support, education, case management, job readiness, culinary training, and permanent wage earning employment in the food industry. The training includes four culinary classes that lead to a Culinary Art Certificate in Specialization and California State University transferable credits. Additionally, RP provides life skills, work-readiness coaching, and mentorship. Upon successful completion of the training, students are eligible for culinary related internships and job placements.

### Job Overview

The Culinary Education and Workforce Specialist (CEWS) reports to the Bridge Cafe General Manager and is a part of the Social Enterprises Department. The CEWS is responsible for recruiting students, managing a waitlist, coordinating Cuesta registration, assisting with the labs on Cuesta College campus and/or at the Bridge Cafe, and coordinating the partner placements and Internship Program.

### Essential Duties & Responsibilities

- Oversees the BCCTIP.
- Facilitate work-readiness and life skills addressing the unique challenges facing our students.
- Assist current and prospective students with their applications to enroll as students through the California Community College portal as well as enroll in classes through the Cuesta Portal.
- Perform any and all clerical work related to enrollment, financial aid, and transportation.
- Plan and monitor specific deadlines for students, ensuring they are executed in a timely manner.
- Correspond with Cuesta College personnel and various outside agencies to resolve conflicts of information and any other concerns related to the culinary program for our students
- Assist students in understanding subject concepts and support them in improving their academic achievement by emphasizing study skills and learning strategies.
- Other assistance which might include reviewing class material, discussing the text, predicting test questions, working on solutions to problems, and transportation services as needed.
- Maintain effective and positive relationships across our provider networks, including the San Luis Obispo Probation Department, and DOR, as well as with vendors and partners related to the program to assure the effective implementation of the program.
- Provide individual and small group assistance as needed to students coming into the BCCTIP.

- Recruit new and maintain existing relationships with employer partners for placement and internship opportunities.
- Oversee the various ordering, set-up, and clean up needed for lessons pertaining to any classes/labs done at the Bridge Cafe.
- Lead the recruitment of culinary students.
- Connect students to RP System Navigation.
- Conduct interviews and screen potential students.
- Manage the waitlist with outreach and support.
- Review the Bridge Cafe Employee Handbook and get signatures.
- Make industry connections to promote work-based learning opportunities for students.

### **Knowledge, Skills, Talents, & Abilities**

- Knowledge of sanitation and safe food handling procedures.
- For health and sanitation reasons, must have good grooming and personal cleanliness.
- Must be able to engage in moderate physical activity requiring lifting and carrying of up to 50 pounds, bending, stooping, walking and standing. Must be able to follow written and oral instructions.
- Demonstrated ability to work with people of multicultural, low-income, and justice involved backgrounds.
- Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
- Must understand, uphold, and continue working toward accomplishing the mission, strategic goals and performance measures of Restorative Partners.

### **Education and/or Experience**

- High school diploma/GED
- Minimum 2 years relevant industry experience
- Culinary Arts degree and/or Associates Degree with culinary or hospitality focus (**preferred**)
- Ability to demonstrate concern and sensitivity toward culinary students and their individual needs and learning styles.

### **Requirements**

- Valid Driver's License and Insurance
- Must perform a background check
- Must agree to Mandatory Vaccination Policy
- Attend required agency trainings

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 50 pounds.*

### **Work Environment**

*This position operates in a kitchen work environment and may include operating with and/or around: ice machines, blenders, stoves, ovens, food warmers, mixers, coffee grinders, dishwashers, food slicers, grills, microwaves, scales, kitchen or food thermometers, cash registers, Point-of-sales terminals, POS software and workstations, and credit card processing machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.*

<b>Benefits</b>
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Vacation

Sick Time

11 Paid Holidays

Medical Insurance

Dental Insurance

Vision Insurance

Phone and Internet Stipend

Mileage Reimbursement

Retirement Plan (CalSavers)