

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

UPO Workforce Institute (WFI) is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external WFI customers. The final candidate will need to have the right complement of skills and personality.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION:	Culinary Arts Instructor
OFFICE/DIVISION:	Workforce Institute Training Division
BULLETIN No:	692022
SALARY RANGE:	\$55,000-\$60,000 annually (Commensurate with experience)
OPENING DATE:	9/13/2022
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

Prepare students interested in the field of Culinary Arts to transition into a career path in the food service industry. Provide direct oversight of the six-module food application training program; ensuring assessments are done to monitor student progress. Instructor will implement culinary arts and ServSafe programs in addition to teaching how to coordinate the guest chef program, field trips, and special events. Other activities should be designed to promote community involvement and interpersonal skills.

BRIEF DESCRIPTION:

Prepare written culinary lesson plans based on existing curriculum. Conduct initial intake and assessments of new participants. Perform midpoint assessments to monitor and track progress. Provide instruction in ServSafe Food Protection Management. Ensure students integrate classroom learning into practical real-world applications. Prepare students through quizzes for Certified Professional Food Managers (CPFM) exam. Proctor CPFM testing and enter all participant information in EmpowOR.

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Culinary Arts Instructor
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MINIMUM QUALIFICATIONS:

Associates Degree in culinary arts; advanced food certification. Must have excellent communication, organizational, planning, and time management skills; attention to detail and accuracy required. Self-starter with ability to make critical decisions while adhering to organizational policies, procedures, and goals; willingness to take risks and develop new initiatives when required. Working knowledge of MS Office (Word, Excel, Outlook, and Power Point).

Ability to effectively use Microsoft Office programs and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal. Must be able to work sensitively and effectively with individuals of diverse educational, socioeconomic, and cultural backgrounds.

DESIRED QUALIFICATIONS:

Bachelor's degree in culinary arts or certified, recognized culinary arts training program. Demonstrated leadership skills and proven ability to help adult learners establish and achieve goals. Versatility to communicate professionally, both verbally and in writing to students, administrators, and community partners. Public speaking and presentation skills are critical to this position. Capable of designing curriculum in a variety of formats (written documents, presentations, and videos) and develop tools and resources for use by students. Proficient organizational skills: expertise in tactfully working with diverse students and developing skill sets.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

This position IS covered under the collective bargaining agreement.

To apply for this position, please submit your cover letter and resume

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

To be considered for this position:

Submit your cover letter and resume to the Career Center Online. [Apply Here](#)