

### **Culinary Coach Position Description**

The Culinary Coach (CC) functions in a direct care student support capacity at Mansfield Hall consistent with the mission, values, philosophy and approach of the organization. The CC uses relationships developed with students to provide instruction and fellowship in the Mansfield Hall community. CC's teach students to perform basic cooking skills to support the student Pathway to Independence Plan. The CC should have a good ongoing sense of students' well-being and affect, lagging skills and skill development, and challenges and successes. This position also collaborates with and takes direction from Director level staff, Student Life Coaches, and Mansfield Hall Administrative Leadership to assure the highest quality programming for the students.

#### **Duties for CC include, but are not limited to:**

- Conduct weekly seminars to demonstrate culinary skills with each student.
- Track student progress and set goals for each student.
- During Culinary seminars, provide information that ties into the Wellness seminars.
- Plan healthy meals that include all food groups, and modify as needed for those with special food needs.
- Encourage healthy living, eating, hygiene, etc.
- Write up recipes for dishes as needed, and provide a place for students to access them on their own.
- Provide weekly reports to the Director and Student Life Director about each student who participated.
- Build positive relationships and model positive social interactions, and provide appropriate and supportive mentorship, coaching, and feedback to students
- Perform the shopping needed for culinary seminars, breakfasts, on-hand stock, and special occasions.
- Monitor and track food supply for culinary seminars, on-hand stock for students to use at their discretion, breakfasts, and special occasions.
- Ensure that the kitchen is in order before and after culinary seminars, and is both clean and organized.
- Ensure that food is cleaned out of the refrigerators in a timely manner and labeled, following best practices.
- Provide meals when the contracted caterer is absent.
- Support students building independence, self-determination, and self-advocacy.
- Awareness and assistance with student's personal needs (hygiene, social interactions, campus involvement).
- Engaging in Collaborative Problem Solving with students when their actions and our expectations are not in alignment.
- Protect student confidentiality and encourage/educate students to protect their own privacy
- Greet and welcome visitors.
- Encourage and guide students in engaging in activities/social groups outside of the Mansfield community that relate to food.

- Stay up to date on Mansfield Hall's philosophical theories and practices, as well as develop and implement best-practice strategies for working with students
- Communicate effectively, openly, and transparently with Director level staff and Student Life Coordinators.
- Other Duties as Assigned

Reports To:

- Site Director

**Compensation and Benefits:**

- This is a part-time position with an hourly wage paid in two week intervals.

All Mansfield Hall employees are expected to demonstrate in interactions with students and staff the following skills: curiosity, self-reflective practice, creating a fun work and living environment, problem solving, building a positive and inclusive culture, conflict resolution, negotiation, direct and respectful communication regarding interpersonal issues, ability to act with high regard for the privacy, integrity, and confidentiality of all students.