

UW HEALTH JOB DESCRIPTION

CULINARY INSTRUCTOR – LEARNING KITCHEN

Job Code: 430001	FLSA Status: Exempt	Mgt. Approval: D. Scherschel	Date: 03.2020
Department: Wellness/ 3039410		HR Approval: A. Phelps Revolinski	Date: 03.2020

JOB SUMMARY

Under the guidance of the Center for Wellness Manager the Culinary Instructor is responsible primarily for teaching cooking classes in the Learning Kitchen. To perform job duties, the employee must have subject matter expertise and stay current in the areas of food, cooking, nutrition and wellness. The employee will have regular contact with faculty and staff throughout the UW Health enterprise in addition to the greater community.

MAJOR RESPONSIBILITIES

- Instruct cooking classes.
- Develop curriculum and recipes for cooking classes.
- Provide clear instructions and demonstration to all class participants.
- Respond to participant questions and concerns in a timely fashion.
- Instruct with proper policies and procedures when using the Learning Kitchen.
- Prepare order for needed food items and supplies.
- Set up and clean up Learning Kitchen before and after cooking classes.
- Manage food waste, as to keep it to a minimum.
- Develop classes that are cost effective for the organization.
- Maintain necessary and current knowledge in the fields of food, cooking, nutrition and wellness to ensure quality programming.

Maintenance of sanitation standards and safe operation of equipment.

- Comply with UW Health policy and procedures, TJC standards, and health code regulations.
- Monitor that HACCAP and universal precautions are always observed within the Learning Kitchen.
- Maintain and teach high standards of sanitation and safety practices.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent.
	Preferred	Associates Degree in Culinary Arts, Nutrition, or related field.
Work Experience	Minimum	5 years of work experience in a food service environment
	Preferred	Experience in instructing cooking classes.
Licenses & Certifications	Minimum	ServSafe Certification must be completed within 6 months of start date.
	Preferred	Registered Dietitian
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Advanced knowledge of food preparation, food service, safety, and sanitation procedures in food service. • Experience in creating cooking class curriculum and recipe development. • Willingness to work with Learning Kitchen Coordinator to coordinate cooking class themes, recipes, menus, and instruction plans. • Excellent verbal and written communication skills. • General knowledge in areas of nutrition and wellness. • Ability to independently manage programs and projects. • Excellent public speaking skills. • Ability to maintain effective and cooperative working relationships with faculty, staff and external constituents. • Excellent organizational skills and attention to detail.

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AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	X	Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.