

## **Teaching Kitchen Assistant**

### **Student Health and Wellness, Office of Health Promotion**

#### **Summary of position:**

Teaching Kitchen Assistants are needed to support Hoo's Cooking nutrition education and culinary skills classes at the Student Health and Wellness Teaching Kitchen (TK). The mission of the Teaching Kitchen is to help students build skills and knowledge in food preparation, budgeting, and nutrition that support health, honor culture, promote sustainability and equity, build community, and foster joy and confidence in cooking.

Hoo's Cooking programming includes hands-on cooking classes led by students, dietetic interns, registered dietitians, and/or professional chefs. Individual Sign-up classes, open for all students to register, and Group classes, arranged for specific student organizations, teams, or UVA departments, are offered weekly. Additionally, virtual cooking demos are filmed and posted online.

The Teaching Kitchen Assistant (TKA) helps keep cooking classes running smoothly, from prep to wrap up. The TKA will work with the Senior Nutrition Educator, the TK Graduate Assistant, TK facilitators, and other TK student staff. This position provides experience in leadership, teambuilding, budgeting, food safety, culinary, and production skills. SHW will provide orientation and training.

#### **Schedule/Time Commitment:**

- The position requires a time commitment of 3-9 hours per week for fall and/or spring semester(s).
- One to 3 weekday evening shifts are required weekly and occasional daytime shifts are available. Shifts last 3 hours.

#### **Specific Responsibilities:**

TK Volunteers assist instructor(s) in conducting cooking classes:

- Pre-class:
  - Set up equipment at stations
  - Wash produce, open packages
  - Measure/prep ingredients for instructor
  - Manage print materials
- During class:
  - Manage attendance
  - Help supervise and coach participants
  - Clear and clean
- Post-class:
  - Wash dishes, wipe tables, general clean up
  - Pack and label leftovers
  - Update inventory checklists

### **Qualifications and Expectations:**

- ***Pre-requisite – participation in at least 1 Hoo’s Cooking class***
- Basic cooking skills
- Excellent communication skills – reading, speaking
- Attitude – positivity, supportive manner
- Professionalism – punctuality, responsibility to schedule
- Prioritize safety – hygiene, equipment handling
- Ability to move food/dishes/equipment around the kitchen

In addition to the responsibilities outlined above, the Teaching Kitchen Assistant will be expected to:

- Demonstrate strong organizational, communication, facilitation, and time management skills
- Maintain department standards and protocol with respect to processes, confidentiality, and other issues as may arise
- Demonstrate professional standards and ethics, and foster a culture of professionalism among peers
- Be flexible, open-minded, proactive, and maintain a positive attitude
- Support the [Weight Neutral Approach of Student Health and Wellness Nutrition Services](#)

### **Compensation:**

Pay is \$12.00/hour, up to \$1,512.00 total per semester (fall/spring). Federal Work Study may apply but is not required. Please contact Student Financial Services at 434-982-6000 or visit the SFS website to inquire about [FWS eligibility](#).

### **Supervisor Contact Information:**

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