



Poverello  
House

## **Job Description**

**Title:** Workforce Readiness Coordinator for Poverello House's Culinary Workforce Readiness Program

**Hours:** Full-Time (40 hours weekly, Non-Exempt) – Tuesday, Wednesday, Thursday, Friday, Saturday

**Compensation:** \$26 Per Hour + Benefits

**Grant Term:** January 1<sup>st</sup>, 2026, to June 30<sup>th</sup>, 2026

**Reports To:** Director of Culinary Services

**Purpose:** The Workforce Readiness Coordinator will lead employment readiness efforts for low-income individuals participating in Poverello House's Culinary Workforce Development Program. This role is central to coaching participants through paid culinary apprenticeships, facilitating career readiness workshops, and supporting individuals in attaining certification to help them transition into sustainable employment.

### **Job Responsibilities and Duties**

- Provide direct supervision and mentorship to 16 culinary apprentices.
- Support participants in developing soft skills, workplace competencies, and professional habits.
- Design and deliver 50 career readiness workshops over a six-month period related to food safety, leadership, conflict resolution, equipment utilization, and interview techniques.
- Guide participants through an accredited Food Protection Manager Certification process.
- Assist with study preparation and coordinate with certification vendors for exam administration.
- Help participants complete employment plans, realistic job searches, and resumes.
- Facilitate connections with industry partners for job placement.
- Mentor programs participants within Papa Mike's Café and the Culinary Services Department.
- Collaborate with Culinary Services to lead food preparation stations with program participants.
- Track participant progress and outcomes using case management software.
- Refer participants to additional community resources through successful linkages.
- Collect program documentation as assigned and report metrics/ impact.
- Other duties assigned

### **Qualifications**

- Lived experience preferred, especially with overcoming employment barriers.
- Experience in coaching, mentoring, or workforce training.

- Strong communication and interpersonal skills.
- Ability to work with individuals from diverse backgrounds, including formerly incarcerated and unhoused populations.
- Culinary training and educational background (preferred)
- Valid Food Protection Manager Certification (preferred)
- Proficiency in the Microsoft Office Suite, Outlook (E-mail) & Microsoft Forms (Data).

### **Experience**

- 2+ years of experience within a community-based organization or related experience.
- Experience in a social service program providing services to unhoused individuals.
- Previous experience in culinary services or food services (required).
- Bilingual in Spanish or Hmong - Conversational (preferred).