



CMWI
Canadian Muslim Women's Institute

CMWI
201 – 61 Juno Street
Winnipeg MB R3A 1T1 204-943-8539

JOB POSTING

Cooking Class Instructor

Full time (40 hours)

The Canadian Muslim Women's Institute Inc. (CMWI) is a non-profit organization founded in 2006. Its goal is to promote and empower refugee and newcomer women and their families socially, economically and spiritually. CMWI is a direct service delivery organization serving its members through a variety of programs and services that cater to the needs of immigrants and refugees. By creating a community that supports and strengthens refugee and newcomer women, CMWI plays a transformative role in enabling them to make informed decisions for themselves and their families; foster sound emotional health, stability and personal development; and achieve self-sufficiency and financial independence.

Position Summary

The Cooking Instructor will be responsible for the full cycle of Cooking skills training, starting from curriculum development to delivery of instruction and assessment of participants. The Cooking instructor will provide instruction to prepare participants for employment in the food/restaurant industry. The instruction will be delivered at the kitchen in our head office, Monday through Friday. The training will be delivered in batches of 10-12 women in progressive 6 week modules.

The right candidate must be a self-starter and able to work independently to perform and manage all aspects of skill training. The Instructor will work closely with the Employment Counsellor to ensure the right candidates are accepted in the training and secure jobs after graduating from the program. This position reports to the Employment Training Coordinator.

Qualifications and Requirements:

- Post-secondary education in Culinary Arts or a relevant field
- A combination of relevant education and experience
- Significant experience in delivering cooking instruction to a group
- Demonstrated cultural competency, sensitivity and understanding of the newcomer women's barriers to employment
- Knowledge of industry trends
- Strong organizational, planning, and time management skills
- Non-judgmental and accepting attitude, with the ability to maintain confidentiality
- Ability to follow direction and make decisions within the parameters of the job
- Strong written and verbal communication skills
- Strong ability to work independently and as a team member
- Good computer skills - Microsoft Word, Excel, and Outlook
- Any other duties as assigned

Duties and Responsibilities

Delivery of Skill Training

- Curriculum development that is focused on delivering instruction to newcomer women
- Prepare lesson plan with audio/visual aids to assist in delivery for a successful class
- Delivery of instruction in theory and practice, to develop fundamental skills and knowledge of kitchen appliances, cooking techniques, and health and safety standards
- Stocking the pantry with required ingredients, supplies, and materials
- Assist the support staff, and consultants for successful program delivery
- Maintain high standards of confidentiality, communication and professionalism



CMWI
201 – 61 Juno Street
Winnipeg MB R3A 1T1 204-943-8539

Outreach and Networking

- Conduct outreach to build network and partnerships
- Invite guest speakers and chefs to enrich the learning experience of the participants
- Plan events to give real life experience to participants on running a successful kitchen
- Deliver talks and presentations on skill training services, activities and successes
- Advocate on behalf of newcomer and refugee women and employment rights

Documentation and Reporting

- Maintain accurate documentation of applicants and program
- Update CMWI database for record keeping
- Provide written reports to supervisor
- Attend meetings to set goals and targets for achievement

Assessment and Evaluation

- Develop evaluation tools to gather participant feedback
- Conduct program assessment and enhancement based on feedback
- Develop strategies to increase sustainability of the Cooking training program

Working Hours/Wages:

- 8:30 – 4:30 Mon-Fri
- Some evening and weekend work required
- Competitive salary based on qualification and experience

Candidate must be prepared to undergo a Satisfactory Criminal Record and Child Abuse Registry check.

A valid driver's license and a vehicle is an asset.

To Apply: Please send cover letter with resume to office@cmwi.ca.

Please indicate in your cover letter and resume, how you meet the qualification criteria.

Note: We are grateful to all applicants; however, only those selected for interview will be contacted.

Deadline to Apply: 9th August