



Enhancing and empowering the lives of persons with disabilities through specialized job training and community supports

DSP Kitchen Trainer

Job Summary

The role is a unique mix of fast-paced restaurant skills and fulfilling relationship -building by way of paid training and employee development. Our Kitchen Trainer brings food serve experience to the supported employment environment of Whole Latte Love Café. In this role, the Kitchen Trainer will provide step by step instruction on all kitchen tasks to people with disabilities (Trainees) who are preparing menu items, as well as dishwashing duties, among other skills. The Kitchen Trainer will receive training as a *Direct Service Professional (DSP)* to be qualified to work with WLLC Trainees, who desire to lead self-directed lives and become productive community members. The Kitchen Trainer's role requires flexibility, creativity, and commitment in creating a positive learning environment with clear, specific, timely, and respectful Trainee coaching efforts.

The *DSP Kitchen Trainer* provides Trainees with direction and feedback by teaching and reinforcing habilitation concepts related to work in a customer service environment, including responsibility, attendance, task completion, problem-solving, social interaction, motor skill development, and safety awareness. The *DSP Kitchen Trainer* also teaches activities of daily living, as well as health department requirements and Safe Serve techniques; covers the cash register when needed; and oversees food prep tasks according to the menu. This position works cooperatively with other WLLC staff to help Trainees perform "back of the house" tasks including maintaining the cleanliness of kitchen area, operating the dishwasher, as well as the washer and dryer. All WLLC staff are expected to build trusting relationships with their colleagues, Trainees and their families, and referring agencies.

Vocational Habilitation Rule 5123:2-9-14

Responsibilities of the DSP Kitchen Trainer

A successful DSP Kitchen Trainer will perform the following job responsibilities:

- Demonstrates competence in managing and ordering inventory, as well as vendor coordination, a full understanding of cost of goods, tracking waste and controlling kitchen labor.
- Oversees the proper handling, maintenance, and storage of all items to ensure safe food handling procedures.
- Demonstrates knowledge of Person in Charge (PIC).
- Oversees Trainee performance of essential functions in kitchen area of the coffee shop.
- Assists Trainees with understanding proper customer service skills, safety procedures, cleanliness of work areas, following recipes, and expectations associated with community employment.
- Establishes person-centered planning for Trainees through job accommodations, individual service plan (ISP) team collaborations, natural supports, and mentoring.
- Supports individual service plans and service outcomes while presenting the principles of self-determination and self-advocacy to Trainees.
- Builds trust among individuals served.
- Accurately completes and submits state-mandated documentation for services through our software system.
- Follows state and SCBDD requirements for accurate reporting of Incidents (M/UIs).
- Completes Employment First Training (per Rule 5123:2-2-05) within first year of employment and renews required trainings annually.
- Observes WLLC best practices and organizational standards as noted in the Employee Handbook.
- Performs other tasks as assigned by the Supervisor.

Important Qualities:

- Demonstrates practical and ethical reasoning in making independent judgments.
- Presents with a flexible and calm demeanor.
- Promotes a positive, team-based work environment.
- Demonstrates integrity, respect, cultural sensitivity, quality service, and excellent communication skills.
- Demonstrates sound judgment and strong time management skills.

Requirements:

- High School Diploma or GED
- 18 years of age or older
- Serve Safe Manager Levels I or II training and credentials
- Minimum two years of commercial restaurant experience
- First Aid and CPR certification
- Signed attestation that he/she has not been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for a disqualifying offense.
- Ability to read, write, and understand English
- Ability to pass a controlled substance test
- Ability to pass a criminal (FBI / BCII) background check

OAC Rules 5123-2-08 and 5123-2-02

Our Culture:

Our program strives to promote the value of diversity, dignity, and the quality of life for persons who are differently-abled. If you are looking to build more leadership and meaningful training skills, this role is for you!

Job Information:

Location: North Canton, Ohio

Job Status: Hours Vary, Non-Exempt, Part-Time Position

Pay Range: \$13.00 - \$15.00 per hour depending upon experience

Reports To: Director of Operations

I acknowledge that I have read and understand the above job description in its entirety and am capable of meeting/performing all stated requirements with or without accommodations.

SIGNATURE

DATE

Director of Operations

Date