



JOB POSTING

No: CUPE B-25-0254-GI

POSTED: January 7, 2025

DEADLINE: 4:30 p.m., January 15, 2025

General Interest Instructor Youth In Trades – Culinary Training Program for Youth Business Development and Community Services

Rate of Pay \$37.59 per hour (Plus 3.4% statutory holiday pay and 4% vacation pay)

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Community Services Supervisor, the General Interest Instructor will be responsible for developing and/or delivering workshop/program instruction in construction to groups of at-risk youth.

Summary of Duties:

- Instruct class and facilitate learning in a safe environment;
- Monitor and provide encouragement to the program participants ensuring participant progress;
- Conduct in-class assessments to determine proficiency;
- Develop a program outline or description for the program to be instructed and prepare a lesson plan that includes comprehensive details of what is to be instructed and resource materials to be used;
- Prepare all required materials and/or program content prior to class which includes preparation of handouts, lessons, and course information;
- Co-ordinate arrangements for suitable equipment and facilities and ensure necessary supplies or materials are available for the program;
- Maintain participant confidentiality;
- Record and maintain appropriate attendance registers and reports on attendance as required by the Board and account for materials fees;
- Ensure that facility and equipment is secure and tidy at the close of each class; and
- Other duties as assigned.

Qualifications:

- College or University diploma or completion of program related course work equivalent to two year post secondary school education with one year related experience or an equivalent combination of education and experience;
- Appropriate certification where required to meet professional and/or provincial standards and to ensure participant safety;
- Proven ability to effectively instruct/train youth program participants;
- Ability to develop curriculum material where required; and
- Proven ability to communicate effectively with program participants and staff.

Job-Specific Skills:

- Experience in Food Service Industry, Food Science or Food Production Sector;
- Current knowledge of food processing, food services sector and food handling standards and requirements;

- WHMIS training;
- Food Handlers Certification;
- Proficiency in MS Office and curriculum related software.

Assets:

- Successful training, facilitating, instruction experience in an education or food service/production setting.

Assignment Period: As soon as possible to March 31, 2028
Period: 6-week sessions; 11 sessions in total
Schedule: 8:30 a.m. to 4:30 p.m.
Hours: 28 hours/week; 4 days/week; Tuesday to Friday
Locations: Office and classroom site (Bickford Centre, 777 Bloor Street West, Room 120) – Wheelchair accessible

NOTE: This is an externally funded program, dependent on renewal of funding each year. Program presently has funding to March 31, 2028 with the possibility of an extension.

Programs subject to cancellation based on operational needs/enrolment.

Please quote Competition #CUPE B-25-0254-GI when responding to this Job Posting. Place this number on the email subject line:

Competition Number	Region	Location
CUPE B-25-0254-GI	West	777 Bloor Street West

Please Note:

- a) Applications should be submitted using the following method:
 - E-mail to applications.unitb@tdsb.on.ca
 - **Note:** Keep a copy of your sent email confirmation as proof of your submission.
- b) We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.
- c) Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.