



PROJECT HEALTHY KIDS WORKFORCE READINESS & PROFESSIONAL SUCCESS (WRAPS) TRAINEE

Learn more about this position!

Project Healthy Kids is a 501(c)(3) whose purpose is to create a sustainable local food ecosystem that allows children and communities to live a life integrated with health and wellness.

The organization focuses its efforts on childcare centers, schools, recovery and detox facilities, and institutional organizations that are committed to the impact that food can have on healing children and communities.

Project Healthy Kids is supporting tangible food system paradigm shifts in communities through **projects** focused on:

- *Nutrition*
- *Cooking*
- *Gardening*
- *Workforce Development*
- *Technical Assistance*

At Project Healthy Kids we provide support to chefs in the Healthy Kids Inc central kitchen with their mission to prepare from-scratch, nutrient-dense meals with locally grown foods for childcare centers, senior programs, recovery homes, hospitals, and other partners in West Virginia communities. As a Workforce Readiness and Professional Success Trainee you will play a vital role in our mission each and every day.

Title: Project Healthy Kids Workforce Readiness and Professional Success (WRAPS) Trainee

Hourly or Salary: Hourly

Starting Compensation: \$13/hr

Reports To: Chef Instructor / Workforce Development Coordinator

Time Status/Term: 32 hours per week for 12 weeks

POSITION SUMMARY AND OBJECTIVE

Trainees will be responsible for the following:

1. Adhering to a set schedule in which they work 32 hours a week of paid on the job training with 2 embedded hours of professional training and 3 hours of personal development training. Specific work tasks vary by sector and work site.
2. Engaging in trainings and workshops to obtain professional certifications. (Food Handlers, Others as required)
3. Spending up to 4 hours a week of paid time setting and achieving milestones that will move their life/career plans forward.
4. Completing personal growth and well-being surveys.
5. Participating in services and activities concerning education, career exploration, financial stability, employment success, and wellness.
6. Accepting mentorship and coaching from the Project Healthy Kid's team and community partners.
7. Daily checking of email, calendar, and use of Project Healthy Kid's time tracking application.
8. Adherence to all other Project Healthy Kids policies and procedures.

As a Project Healthy Kids WRAPS Trainee at Project Healthy Kids, a typical day might include the following:

- Attendance of morning huddles at the beginning of the day.
- Engagement in hands-on skills training learning how to:
 - Prepare and execute recipes.
 - Mise en place. (kitchen organization skills)
 - Knife skills and safety.
 - Use Specific Tools and Appliances like Mixers, Food Processors, Meat Slicers, OLIVER Meal Sealer, Dish Washing Unit, and more.
 - Receive, clean, and prepare fresh, local fruits, vegetables, and proteins.
 - Prepare and serve meals to the community.
- Communicating with and/or working the Project Healthy Kids and the Healthy Kids Inc teams and their supervisor via email, phone call, or in person about milestone work, training, or job readiness skills.
- PAID Breaks
 - A 15-minute break in the morning.
 - 30-minute lunch
 - A 15-minute break in the afternoon.
- Flexible scheduling
- Feedback, mentorship, and coaching from the workforce development coordinator or chef on technical skills, interpersonal skills, and professional competencies (time management, leadership, initiative, etc.)

Essential Functions

- Daily kitchen operations.
- Cleaning, storing, and preparing produce.
- Operate kitchen equipment.
- Operate appliances and tools such as steam kettles and ovens.
- Use a variety of hand tools, including but not limited to knives, scissors, whisks, scoops, and basic kitchen tools.

- Operating the OLIVER Meal Sealing machine.
- Daily use of email, Online Calendar, and computer applications for tracking time.
- Engagement in daily “morning huddles.” These are daily, dedicated times to focus on the work plan for the day, along with identifying, gathering, and reviewing the use of any equipment and supplies necessary to accomplish the work plan.
- Attendance of and engagement in training to obtain professional certifications/certificates. As the opportunity arises, other professional certifications/certificate training will be offered and are mandatory for Trainees unless notified otherwise.
- If a trainee will be absent, the Workforce Development Coordinator will need to be notified beforehand. (Additional training may be added to the mandatory training schedule based on on-going feedback from Trainee, Workforce Development Coordinator, Chef Instructor, Director, Project Healthy Kids/Healthy Kids Inc Team or partners)
- Attendance and Engagement in Personal Development activities (such as financial literacy sessions, team building activities, and group reflections and discussions on themes for the week) totaling three hours a week.
- Engagement in work on personal milestones, and engagement with targeted services to support personal stability and growth.
- Engagement in job readiness functions such as resume building, mock interviews, job search, etc.
- Acceptance of and continual reflecting and participation in mentorship, coaching, and feedback from Workforce Development Coordinator, Chef Instructor and others.

Supervisory Responsibilities

- None

Work Location and Hours of Work

- 1648 8th Ave., Huntington.
- Occasional work at other sites.
- 32 hours of on-the-job training and 4 hours of embedded personal development.
- Set Schedule that starts at 7:00am and typically ends by 3:00 pm.
- Working closely with the Workforce Development Coordinator, Chef Instructor, Director and other team members.
- Employees may work in the presence of children under the age of 18 from time to time for special events.

Environment Conditions, Physical Activity, Physical Demands

- Be able to work in various temperature conditions outdoors & indoors with low winter temperatures to high summer temperatures as well as varying indoor temperatures from hot kitchens to cold coolers and freezers.
- Be able to stand for extended periods of time.
- Ability to kneel and bend down.
- Active, dynamic, and otherwise “Safety Sensitive” environments that require attention to safe practices.
- Communicating with others to exchange information.
- Moderate work that includes lifting objects up to 50 pounds with or without assistance.
- Climbing, lifting, carrying, squatting, bending and twisting.
- Repetitive motions.

Travel and Transportation Requirements

- Trainees will need to have reliable transportation to the designated work site for their Monday- Friday regular work schedule.
- Required, work-related travel to other locations besides their designated work site may be arranged by Project Healthy Kids / Healthy Kids Inc from their designated work site to the alternate site.

Required Experience and Education

- No experience required
- Must be 18 years old or older

Required Skills and Knowledge

- No technical skills or knowledge required
- Must demonstrate a clear need for the opportunity
- Must be based in a local community
- Must be committed to learning and growing
- Must demonstrate a likelihood of completing the program within 12 weeks at 32 hours per week

EEO STATEMENT

Project Healthy Kids provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.