Teaching Kitchen Assistant – Practicum
Student Health and Wellness, Office of Health Promotion

Position Description:
The Teaching Kitchen at Student Health and Wellness (SHW) is the home of Hoo’s Cooking nutrition education and culinary skills classes. The mission of the Teaching Kitchen is to help students build skills and knowledge in food preparation, budgeting, and nutrition that support health, honor culture, promote sustainability and equity, build community, and foster joy and confidence in cooking.

Teaching Kitchen programming includes hands-on cooking classes led by students, dietetic interns, registered dietitians, and/or professional chefs. Regularly scheduled classes are offered via open sign-up. Classes may also be arranged for student organizations, teams, or academic classes. Additionally, virtual cooking demos are filmed and posted online.

The Teaching Kitchen Assistant Practicum provides experience in leadership, teambuilding, budgeting, food safety, culinary, and production skills. The Teaching Kitchen Assistant will work with the Senior Nutrition Educator, the TK Graduate Assistant, and with peer student volunteers. SHW will provide orientation and training.

Specific Responsibilities:

Administrative
- Work with professional and student workers to ensure staff coverage
- Draft reports related to program goals and objectives

Teaching
- Conduct live cooking classes
  - Prep - plan menu, create recipe handout, outline class steps
  - Teach – serve as lead instructor, demonstrate skills, supervise participants
- Conduct virtual cooking demos – plan and help produce cooking videos

Food Procurement and Production
- Manage food inventory
- Estimate recipe cost
- Determine food orders based on menus
- Assist in class set-up, implementation, and clean-up

Research
- Conduct evaluation – surveys, pre/post-tests

Qualifications:
- Excellent communication skills – reading, writing, public speaking
- Basic cooking skills

Expectations & Outcomes:
In addition to the responsibilities outlined above, the Teaching Kitchen Assistant will be expected to:
- Maintain a schedule of 10 hours per week for the semester
- Meet regularly with supervisor
- Demonstrate strong organizational, communication, facilitation, and time management skills
- Work some evenings and occasional weekends
- Maintain office standards and protocol with respect to processes, confidentiality, and other issues as may arise
- Demonstrate professional standards and ethics, and foster a culture of professionalism among peers
- Establish Learning Contract and personal goals for practicum
- Be flexible, open-minded, proactive, and maintain a positive attitude
- Support the Weight Neutral Approach of Student Health and Wellness Nutrition Services

Compensation:
This practicum fulfills requirements for 3 credits in ____ (course), which is equivalent to 10 hours per week for 1 semester.

HOW TO APPLY: Please contact Melanie Brede at 434-924-1513 or melanieb@virginia.edu

Supervisor Contact Information:
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