



Culinary Education Manager II

Team: H.E.A.R.D/CEP

Reports To: Culinary Education Director

Job Type: Full Time

Salary: \$82,000 - \$85,000

Overtime Eligible: exempt

Job Summary

The HEARD Culinary Employment Pathways (CEP) Training is a 13-week job readiness program that works with community members facing barriers to employment, with an emphasis on people returning home from incarceration, to prepare them to work in professional kitchen environments. The Culinary Education Manager coordinates and improves hands-on culinary training for CEP participants facing employment barriers. They deliver participant-centered instruction that builds practical culinary skills, workplace readiness, and confidence for food service careers, while also supporting program strategy and development. The manager is also responsible for program administration and evaluation, and uses feedback to improve the CEP program.

The Culinary Education Manager is a member of the Hospitality Employment and Resource Development (H.E.A.R.D.) team and reports to the Culinary Education Director.

At Mandela Partners, we are a small, mission-driven team that believes in the leadership of our communities. If you care deeply about supporting others, enjoy problem-solving, and want to be part of a joyful and justice-centered workplace, we'd love to meet you.

This job is full-time and is expected to be a maximum of 40 hours per week. This job is classified as exempt, and therefore is not eligible for overtime.

Key Responsibilities

Culinary Training & Curriculum (40%)

- Develops curriculum and learning modules for CEP 13-week culinary training and stand-alone workshops
- Manages one-off workshops, field trips, and guest speakers
- Oversees culinary training operations & facilitates hands-on-lessons

- Works in partnership with the Culinary Education Director & the Small Business Resilience Manager to host the annual Family Meal Fundraiser
- Supports the Employment Resource Navigator with cohort recruiting and administration

Program Admin, Evaluation, & Reporting (30%)

- Leads Salesforce administration for CEP program
- Ensures CEP participants, partners, and MP staff complete appropriate compliance documents in accordance with state and federal laws, ACWDB, and OWDB; maintains these records in Salesforce
- Responsible for the creation and implementation of systems that accurately capture participant milestones, feedback, and data specific to programming and supporting employment opportunities
- Prepares Salesforce reporting and supporting documentation for grant reporting
- Contribute to the State of the Programs yearly Q4 program evaluation presentation

Internship Administration (20%)

- Manages stipend administration and distribution
- Resolves intern/business conflicts and grievance process, escalates when appropriate
- Works with the Employment Resource Navigator & Small Business Resilience Manager to support participants during their internship

Strategy (10%)

- Leads training strategy, informs program's goal setting, grant proposals, and program vision
- Reviews the annual program budget and makes spend recommendations aligned with program goals and organizational values

Additional Responsibilities

- Perform other duties as assigned in support of departmental and organizational goals.

To Be Successful in this Role, You Have:

Minimum Qualifications

- 3+ years of experience in culinary education, workforce development, culinary operations, adult education, or a related field.
- Professional culinary experience with a strong understanding of foundational culinary skills, kitchen operations, food safety, and workplace expectations in food service.

- Experience facilitating hands-on, skills-based training, ideally with participants who have varied levels of experience and face barriers to employment.
- Technology-proficient and detail-oriented; experience using Salesforce, Google Suite, Asana, CalJOBS, or similar platforms is a plus.
- Ability to use feedback, evaluation, and participant outcomes to inform program strategy and continuous improvement.
- Strong communication and interpersonal skills; builds relationships with participants, staff, community and employer partners, and culinary professionals. Committed to trauma-informed, culturally responsive, participant-centered approaches.
- Demonstrated commitment to the mission and values of Mandela Partners
- Enthusiasm for and comfort with working with people of diverse backgrounds
- Openness to giving and receiving feedback, with a learning orientation and growth mentality
- Comfort with navigating disagreement or conflict with care and diplomacy
- Effective time management and organizational skills.
- A collaborative team orientation, while retaining the ability to take initiative and work independently

Preferred Qualifications

- Familiarity with the reentry population or experience working with individuals facing systemic barriers to employment.
- Bilingual or multilingual skills are a plus
- Training or experience in conflict mediation, restorative practices, or trauma-informed approaches.

Additional Requirements

- You must be able to lift and carry 25+ lbs with or without accommodation.
- You must be able to stand on your feet for 6+ hours
- Flexibility to work occasional evenings and special weekend events

Benefits

The Mandela Partners benefits package includes paid vacation, office closures during the week between Christmas Eve and New Year's Day and the week of Juneteenth, paid holidays,, and health/dental/vision benefits. Employees are immediately eligible for 403(b) retirement plan enrollment.

All staff have access to at-cost pricing on wholesale produce and a 50% discount on weekly produce boxes.

About Us

Mandela Partners is a non-profit organization based in Oakland, CA that works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through local food enterprises in limited-resource communities.

Mandela Partners is an equal opportunity employer and makes employment decisions on the basis of merit and job performance. Mandela Partners policy prohibits discrimination based on sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, religious creed (including religious dress and grooming), sexual orientation (including heterosexuality, homosexuality and bisexuality), age (40 and over), marital status, military or veteran status, genetic characteristic or genetic information, physical or mental disability, medical condition, reproductive health decision making, or any other characteristic protected by federal, state or local laws.

Steps to Apply

Email your resume and cover letter to jobs@mandelapartners.org with the **“Culinary Education Manager” in the subject line.**

If you would like to request an accommodation in the application process, please email jobs@mandelapartners.org.