
Job Title	Hospitality Instructor
PVN ID	BM-2002-003550
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	MEOC
Status	Part Time
Hourly Rate	\$40.00-\$50.00
Hour(s) a Week	5.00-19.00
Closing Date	Dec 14, 2020 (Or Until Filled)

General Description

This Employer-Bridge Hospitality Program position is located at the Manhattan Educational Opportunity Center, at 163 West 125th Street, New York, NY. This is a grant funded position with support from the Upper Manhattan Empowerment Zone and is scheduled to last approximately 9 months. Continued employment in this position is contingent upon ongoing funding. This position provides instruction in the Employer-Bridge Hospitality Program including, but not limited to the duties listed below.

Under the supervision of the Director of Academic Affairs, or designee, typically uses standardized curricula or highly specific learning objectives to deliver instruction in the Hospitality Training Program. Applies personal knowledge and experience of the subject as appropriate in amplifying materials and designing exercises. Classes may be of varying sized groups.

Duties:

- Supplies outlines and course plans in advance;
- Creates print or online materials;
- Suggests, on request, standards for participation by students;
- Obtains measures of student knowledge using various assessment tools;
- Debriefs supervisors and sponsors as requested and following completion of a program;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

Other Duties

Qualifications

CORE COMPETENCIES:

The ideal candidate will:

- Substantial knowledge of hospitality industry;
- Ability to teach all courses in Hospitality Training program including, but not limited to Customer Service, Intro to Hospitality; Hotel Operations and Preparation for Food Protection Certification;
- Ability to organize and deliver a focused and specific instruction using established curricula or objectives;
- Ability to utilize existing supporting instructional materials (including but not limited to those involving AV, computer software, role-plays, diagnostic tests, etc.);
- Ability to respond effectively to feedback and adjust teaching strategies and materials in order to motivate students and to respond to student needs;
- Ability to deliver basic instruction effectively, both orally and in writing;
- Ability to utilize web-based technology when appropriate for responding to participant questions or leading workshops online, etc.;
- Ability to manage the classroom environment;
- Ability to present material in a concentrated fashion;
- Appreciation of the diversity and varying learning styles of adult participants;
- Ability to communicate effectively individually and with groups, orally and in writing.

QUALIFICATIONS:

- A Bachelor' Degree from an accredited institution and at least one (1) year experience working, teaching, writing, or performing in an area directly related to the subject, course, or workshop.
- NRAEF MangeFirst® ServSafe Certifications preferred.

Up to two Hospitality Instructor positions are available.