



Newtown  
COMMUNITY CENTER

# Little Chefs Instructor

**Reports to:** Event & Marketing Coordinator

**Job Type:** As-need (Based on Party Bookings)

## Overview

As a **Little Chefs Instructor**, you will lead fun and interactive cooking activities for children's birthday parties (ages 6-12). You will be responsible for guiding kids through the cooking process while ensuring a safe and engaging environment. This position is **as-needed**, based on party bookings, and requires strong communication, organization, and enthusiasm for working with children.

## Responsibilities

- Communicate with the Event & Marketing Coordinator before each party to discuss details, including the number of children and chosen activity
- Provide baking options for the party (pizza, mini cakes, cupcakes or cookies)
- Must be knowledgeable and comfortable baking all party options
- Submit a list of required ingredients in advance to ensure all materials are available
- Set up the cooking area before the party guests arrive
- Lead children through the cooking activity in a fun, structured, and safe manner
- Maintain a clean and organized workspace throughout the event
- Ensure all safety and hygiene guidelines are followed
- Assist with wrapping up the activity before transitioning to the party room
- Thoroughly clean up the kitchen after the party, including washing dishes, wiping down surfaces, and properly storing any leftover materials

## Skills & Qualifications

- Experience working with children in a group setting (teaching, coaching, childcare, etc.) preferred
- Strong knowledge of baking and ability to confidently prepare the selected baking option
- Strong communication and leadership skills
- Ability to create a fun, engaging, and structured environment for kids
- Dependable, organized and able to work independently
- Must be available on as-needed basis when parties are booked