

# JOB DESCRIPTION



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**Position Title:** Instructor of Culinary Arts

**Division:** Business and Technology

**Employment Category:** Faculty

**Primary Location:** Downtown Center

**FLSA Classification:** Exempt

**Remote Work Eligible:** No

**Parameters:** Full-Time; Academic Year

**Pay Grade:** Faculty

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**Position Summary:** The Instructor Culinary Arts is responsible for classroom and lab instruction in the savory and pastry fields of professional cooking. Full time faculty members are professional educators with the primary responsibility of providing a quality instruction for a diverse student population and performing instructional duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Teaches assigned culinary courses, and associated labs in accordance with the college's workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Assists the dean and other department faculty in the management of the culinary arts program; plans menus, purchases food and other supplies, ensures proper food handling, storage, and sanitation practices; maintains equipment and supply inventory to include student lab uniforms

Develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, laboratories and course procedure sheets for culinary courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful culinary program; reviews and updates course outlines, textbooks, and course procedure sheets for assigned courses; integrates knowledge of industry trends and professional training to continuously improve program quality

Participates in culinary course scheduling, department, division and college meetings; serves on college committees as assigned; collaborates with the Career and Technical Education department, along with other faculty and instructional managers, to review and maintain the integrity of department curriculum

Maintains partnerships with local area restaurants; collaborates with the college community and area high schools in support of college culinary events, competitions and fairs; works with other college staff in support of department grants and assessments

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Associate's Degree in Culinary Arts from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education **OR** Certificate from an accredited culinary institute  
Three years' work-related experience  
ServSafe Food Protection Manager Certificate

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of curriculum and program development  
Knowledge of public relations/marketing practices and methods  
Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications  
Skill in instructing students from diverse cultures and/or backgrounds  
Skill in using authentic assessment to evaluate students' needs and progress  
Skill in integrating technology into curriculum and other educational services  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to interface with outside food service industry organizations in support of culinary program and events  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information  
Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed days, evening's, and occasional weekends under limited supervision and may require travel. Incumbent generally performs work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to culinary equipment which may include mechanical and workplace hazards.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Dean of Business, Career, and Technical Education

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.