POSITION TITLE: Instructor of Culinary Arts

PRIMARY LOCATION: Fort Huachuca

PARAMETERS: Full-time; Academic Year

STATUS: Exempt

PAY GRADE: Faculty

JOB SUMMARY: The Instructor Culinary Arts is responsible for classroom and lab instruction in the savory and pastry fields of professional cooking; providing quality instruction for a diverse student population; performing instructional duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college.

ESSENTIAL FUNCTIONS: 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 chair, along with other faculty and instructional managers, to review and maintain the integrity of department curriculum.

Maintains partnerships with local area restaurants to assist in arranging field experiences for program students; collaborates 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.
MINIMUM REQUIRED QUALIFICATIONS:
Associate’s Degree in Culinary Arts from a regionally accredited institution of higher learning recognized by the US Department of Education OR Certificate from an accredited culinary institute
Three years’ work related experience
ServSafe Food Handler’s Certificate

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 multi-task and organize, prioritize, and follow multiple projects and 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

REPORTABILITY: Dean of Business and Technolgy

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.