Position Purpose

The Community College system offers two-year liberal arts degree programs as well as occupational and technical programs for a population with a wide range of academic and experiential preparation. Among the programs are those such as Culinary Arts which combine classroom, laboratory and internship as components of the instruction model.

The Culinary Associate is responsible for the coordination of the purchasing procedures for the Culinary Arts Program, to include culinary and baking courses, Café Vincenzo events, and catering events, and for overseeing the general maintenance of the culinary facilities, to include Café Vincenzo. The Culinary Associate may assist faculty with laboratory instruction to students in the use of lab equipment and in carrying out lab assignments at a Community College. Incumbents provide this support in a specific learning unit or center such as science, technology, and office administration.

Supervisory and Other Relationships

The position typically works under the direction of an Academic Division Director or Chair. This position may be responsible for the supervision of lab assistants and student workers.

The position has substantial relationships with students and collaborative relationships with faculty and staff and community agencies and groups. The incumbent is expected to represent the College in a positive manner.

Major Accountabilities

The Culinary Associate is accountable for providing assistance to faculty and students in assigned academic labs through effective performance in these essential functional areas:

- Maintenance of culinary facilities to include the kitchens and Café Vincenzo;
- Coordination of the requisition process and delivery of food and supplies for the culinary courses and events;
- Coordination of event schedules and product orders/sales within the culinary facilities;
- Front of House operations for Café Vincenzo.
Examples of Essential Duties and Accountabilities

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. Maintenance of culinary facilities to include the kitchens and Café Vincenzo
   a. Oversee the general upkeep and maintenance of kitchen and facilities
   b. Organize all kitchen equipment, including routine cleaning and maintenance
   c. Coordinate with necessary departments for clearing of trash, mopping floors and restocking hand soap and towels
   d. Restock detergents for the sinks, dishwasher and spray bottles
   e. Wipe all kitchen surfaces with multi surface sanitizer
   f. Train, schedule and supervise kitchen assistants and student workers

B. Coordination of the requisition process and delivery of food and supplies for the culinary courses and events
   a. Receive and record all purchase requisitions from faculty
   b. Communicate with faculty to ensure adequate product for program courses
   c. Order and shipping and receiving of supplies and equipment and check against invoices for proper delivery
   d. Travel to vendors that require product to be purchased in person
   e. Maintain all records, financial and otherwise, related to purchasing food and supplies for kitchens
   f. Submit proper documentation to purchasing department and other necessary departments
   g. Oversee budgets and inventory of materials and equipment
   h. Adhere to first in, first out (FIFO) inventory system to ensure proper usage and rotation for faculty and students
   i. Invoice customers for events, products

C. Coordination of event schedules and product orders/sales within the culinary facilities
   a. Receive and record Banquet Event Orders (BEO) from faculty, other departments and outside entities
   b. Schedule events as to not interfere with classroom usage
   c. Communicate with concerned parties to ensure needs are met
   d. Organize set up of dining area and any necessary equipment
   e. Administrate product delivery

D. Front of House operations for Café Vincenzo
   a. Receive and coordinate reservations for dinners/lunches associated with the lab portion of Café Vincenzo classes (lunches, dinners)
   b. Organize seating arrangements
   c. Accept payments from customers
   d. Seat guests and make accommodations during the course of service
   e. Convey important information about guests to the kitchen, such as food allergies/dietary restrictions, and other complaints/concerns
   f. Oversee students’ interactions with customers providing tutorial assistance as necessary
   g. Train students on how to use necessary equipment including, but not limited to, Point of Sale (POS) system
Professional Participation and Development

In addition to the accountabilities listed above, the Culinary Associate is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

All of these may involve attendance at evening or weekend events.

The incumbent is required to maintain currency in the position’s required fields of professional expertise and competencies. In addition, the incumbent is required at all times to maintain complete confidentiality of student records and other information of a confidential nature.

Qualifications

Incumbents are required to have demonstrated knowledge and abilities in the following areas:

- Understanding of principles and concepts of the assigned academic discipline;
- Advanced understanding in assigned lab equipment operation, and set up and safety procedures;
- Skill in tutoring and basic instruction in the assigned academic discipline;
- Strong information technology literacy skills;
- Basic skill in assigned equipment maintenance.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor’s degree in the assigned academic field or a closely allied field in addition to one to four years of related experience; or an equivalent combination of experience and training which would lead to the competencies required to carry out the position’s essential duties.

Work Environment

Incumbents perform most of their work in instructional labs or classrooms as well as rooms for storage and cleaning of equipment, including the storing and sterilizing of scientific apparatus. Incumbents may be required to clean and sterilize equipment and apparatus, to transport and set up equipment, involving moderate physical effort. Incumbents may come in contact with materials containing bacterial cultures. Reasonable accommodation will be provided for incumbents with physical limitations.