

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Culinary Laboratory Coordinator	Range:	40
Date Revised:		Date Approved:	June 22, 2021

PRIMARY PURPOSE

Under general supervision of the Division Dean, provide lab and instructional assistance to students and faculty within subject matter areas Culinary Arts; provide assistance and support on instruction and learning and related technologies, equipment and appliances; responsible to ensure culinary laboratories are orderly, safe, and well-maintained including the acquisition of equipment and supplies.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Conduct regular inspection of department laboratory including equipment to promote safe and sanitary conditions; enforce culinary lab policies, procedures and rules; initiate corrective action to eliminate safety hazards. Provide routine safety checks on gas, electrical and refrigeration appliances to ensure that equipment is properly tested and inspected with appropriate regulatory agencies. Conduct required adjustments and or repairs necessary. Initiate and coordinate facilities equipment repairs quickly to minimize impact to instruction. Approve invoices for payment. Maintain appropriate maintenance logs and files, including official certificates, tags, files and reports for government agencies and district. Maintain current knowledge of new and pending legislation as related to policies and procedures enforced by government regulatory agencies.
2.	Contact vendors to coordinate the repair of specialized culinary equipment; obtain price estimates and arranges for equipment repair on or offsite. Establish and maintain effective relationships with external vendors and sales representatives. Perform specialized duties related to the planning, purchasing, implementation and maintenance of specialized culinary equipment while adhering to governmental agencies regulations; OSHA, NSF, ServSafe and Health Department while maintaining district guidelines and procedures. Provide data/reports for semi-annual Health Department inspections. Update MSDS sheets for all chemicals used in the department.
3.	Culinary and baking food knowledge to support effective purchasing for all labs, catering, and the Bistro. Order, maintain and track inventory supplies. Research and respond to reports regarding condition and quality of specialized supplies and merchandise. Work with vendors to secure specialty culinary, baking and pastry products including small wares, utensils, and cooking appliances; Ensure safe product usage and/or consumption. Drive district vehicle to pick up supplies that are not deliverable. Maintain laboratory and/or storeroom in a safe, clean, and orderly condition.
4.	Maintain Instructor, Proctor and other certifications as required for working in the lab. Post all necessary certificates. Ensure processes and procedures are followed to maintain certifications requirements for program(s).
5.	Train and provide work direction to students and temporary employees. Provide clear, concise and accurate explanations and demonstrations to facilitate student understanding and reinforce instructors' teaching; utilize appropriate instructional methods and materials to facilitate the student's learning process; Assist and provide instructor, staff and students technical support on use of a variety of materials, computer hardware, software, equipment and appliances. Manage department work study program and student internships as needed. Participate in and assist with preparing and organizing industry advisory committees. Assist in outreach events

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	such as open houses, career days, and campus events. Provide current HRC outreach materials. Advise students about certificate/degree deadlines and assures that certificate/degree checklists are available for the students.
6.	Coordinate with the public for culinary service requests for Bistro and catering events. Assist faculty and students in preparing for and presenting at banquet events, reservations, banquet event orders, supplies to include menus, food, linen, decorations, IT, room set up and break down. Manage all billing, invoices, cash drawer management, deposits and provide all financial documentation and reports as needed in accordance with district policies.
7.	Respond to routine inquiries and requests from students and instructors; provide information, guidance and support to students on subject matters within scope of authority and knowledge. Tutor students individually or in small groups, reinforcing or following-up on instructions provided by the instructor. Provide relevant information to instructors regarding student progress.
8.	Research concerns, accidents and incidents to identify unsafe conditions and practices and provides district with appropriate incident report as pertains to the situation. Guide student or staff with district policies with emergency care and actions necessary. Provide first aid to student or staff that may become injured during the course of instruction and may require pre-medical attention including burns, cuts, fainting, and slip and falls. Participate and provide training in safe practices.
9.	Perform a variety of administrative and clerical duties, as assigned; develop and maintain a variety of program/department records, and other documents; draft clear, concise and accurate written materials, including course marketing flyers; answer telephones; perform data entry related to the duties described above. Assist in development, preparation, maintenance and presentation of instructional, educational and reference materials in various formats and media; assist faculty with developing new instructional support materials, including handouts, manuals, websites and other learning guides and tools.
10.	Coordinate the preparation and monitoring of department budget; Prepare, process, audit, and analyze various documents involved in financial transactions, such as requisitions, petty cash vouchers, deposits for cash and checks and performs year end closing for the HRC Dept. Maintain accounting records, ledgers, statements and reports for the HRC Dept. to include the Bistro, catering, lab classes, maintenance operations and office supplies. Coordinate communication and accounting activities with other District departments, personnel, and vendors.
11.	Learn and apply new and existing technologies as needed (i.e., Banner 9, Service Request System, Argos, and new payroll system). Attend a variety of meetings, training sessions, seminars and workshops as required.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Perform related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

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The Culinary Laboratory Coordinator maintains frequent contact with various campus departments, staff, students, elected officials, media representatives, consultants, vendors, and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Two (2) years of college-level course work in culinary arts or closely related field.

Minimum three (3) years of increasingly responsible experience in the operation of a restaurant, hotel, or catering field, including supervisory experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of communications, marketing and outreach strategies and techniques
Knowledge of food preparation and pastry baking; kitchen lab operations; food materials and ingredients; basic kitchen equipment, utensil and appliance operations
Knowledge of sanitation practices applicable to food preparation, cooking, serving, and storage
Knowledge of culinary arts methods, procedures, and practices
Knowledge of basic methods and practices of student instruction and tutoring
Knowledge of District and departmental policies, procedures and information related to areas of assigned responsibility
Knowledge to operate computer hardware, printers, standard business software and specialized software applicable to Culinary Arts
Knowledge of principles and practices of sound business communication; Correct English usage, including spelling, grammar and punctuation
Knowledge of administrative and accounting practices and procedures, including purchasing, budget balance monitoring, and record keeping
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of branding and messaging strategies
Knowledge of communications and media relations techniques and principles
Knowledge of copyrights and licensing
Knowledge of graphic design and software applications
Ability to provide effective tutoring, instruction and guidance to students in subject matter area of Culinary Arts; accurately and clearly answer students' subject matter questions
Ability to organize, set priorities in a dynamic environment and exercise sound independent judgment within areas of responsibility
Ability to provide day-to-day technical support for computer hardware, peripherals and software, Culinary Arts equipment and appliances
Ability to walk students through uses and operations of specialized hardware, software, equipment, and appliances
Ability to organize and maintain a variety of records and files
Ability to communicate clearly and effectively, both orally and in writing

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Ability to use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations

Ability to establish and maintain effective working relationships with instructors, faculty, staff, vendors, students, the public and others encountered in the course of work

Ability to write, edit and prepare written marketing materials

Ability to communicate effectively, both orally and in writing

Ability to use a variety of computer software to perform functions such as word processing, desktop and website publishing

Ability to assign and review the work of others

Ability to learn and use new and emerging technologies

Ability to analyze situations accurately and identify an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

SPECIAL REQUIREMENTS

A valid California Driver's License

ServSafe Food Protection Manager Certification within 30 days of hire

WORKING CONDITIONS

Professional environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); Standing for long periods of time (2-3 hours), repetitive use of upper extremities, fine finger manipulations, including hand coordination activities; driving to a variety of locations to attend or make arrangements for activities and events.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit for long periods of time; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; fine finger manipulation; grasping; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work with constant interruptions and interact with District management, faculty, staff, students and others encountered in the course of work. The employee may occasionally be required to interact with disruptive or abusive students.