Position Number:
CLA15-179

POSITION DESCRIPTION

Reports to and under the supervision of the Dean, School of Business, and under the work direction of the Department Chair, performs a variety of technical and specialized duties related to the preparation, operation, organization and maintenance of the Institute of Culinary Education (iCUE) including classrooms, kitchens, social media and other areas related to the operation of the iCUE; operates and demonstrates the use of specialized culinary and wine studies equipment and instructional materials, provides budgetary and requisition management support for the department; provides information and technical assistance to faculty and students. Perform other duties as assigned.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in the operational and maintenance aspects of an instructional culinary facility (including wine studies room) and related areas; performs specialized and technical duties to ensure efficient culinary kitchen and wine studies facility/lab operations.

2. Conducts the ordering, receiving, storing of instructional supplies, materials and equipment; performs ordering of supplies (including consumables); maintains all classroom and facility/lab inventories, conducts research as assigned and interacts with vendors in the process of purchasing supplies and materials necessary to maintain the culinary classrooms, kitchens, and wine studies facility/lab used for the storage, demonstration, and dining use for the culinary and wine studies programs.

3. Monitors and implements all kitchen safety procedures. Organizes and stocks kitchens, wine room, and storage environments in a clean orderly condition to ensure operational efficiency; assures the safe proper handling of utensils (both hand and power), chemicals (oils and solvents), and related materials per federal, state, and county regulations (including health code regulations), under the direction of the Chemical Hygiene Officer or the department chair. Assists department faculty in the organization, preparation, presentation, and use of instructional supplies and materials to ensure efficient instructional operations.

4. Maintains and performs duties for the proper disposal of used materials for the department in accordance with district policy.

5. Assigns work detail to Culinary Arts and Wine Studies short-term employees as needed; assists in coordination of associated work schedules and duties.

6. Operates and maintains district owned culinary and wine studies equipment/appliances.

7. Works with Culinary Arts and Wine Studies department chair under the oversight of appropriate supervisor to maintain operational budget limits.

8. Assigns work detail to college employees as assigned; assists in coordinating associated work schedules and duties.

9. Ensures compliance with certifications obtained by department for Culinary Arts and Wine Studies programs.
10. Assists faculty in providing oversight in the safe operation of kitchen and wine studies equipment.

11. Assists faculty in working with individual and small groups of students in an instructional setting.

12. Assists various college faculty and staff, with inquiries such as reservations, tours, facility rentals, parking passes, menu, etc.

13. Assists in the on-going development of the department’s outreach and pathway programs, which is used for the purpose of performing outreach to local schools.

14. Assists with the preparation and execution of outside activities with the iCUE program as deemed appropriate by supervisor, such as classified development days, professional development days, community education, days requested by other entities at the college and throughout the community, and other extra-curricular events.

15. Works with the department chair to track and maintain departmental budgets as they apply to both the Culinary Arts and Wine Studies programs.

16. Maintains pod storage area, loading dock area, and wood burning oven area (outside of the iCUE facility) as needed to best accommodate and store an on-going influx of new equipment and supplies.

DEMONSTRATED KNOWLEDGE AND ABILITIES

**Position requires knowledge of:**

- Basic principles, procedures, processes, and techniques used in operating a professional/commercial kitchen.
- Proficiency in using Microsoft Software including Word, Excel, and Access.
- Health and safety practices and precautions applicable to culinary and wine studies facilities.
- A wide variety of equipment and materials commonly used in culinary training and wine studies facilities;
- Fundamentals of culinary history and content.
- Skillfulness in operating equipment and appliances as it relates to the repair of common program equipment.

**Position requires ability to:**

- Follow complex instructions to prepare for and set-up instructional culinary and wine studies facilities.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services.
- Use initiative and problem-solving skills in carrying out responsibilities.
- Develop or modify iCUE operating procedures in cooperation with existing staff.
- Operate and maintain culinary equipment.
- Keep detailed, precise records and handle correspondence effectively.
- Organize and prioritize work in anticipation of needs and deadlines with efficiency, speed and accuracy.
- Communicate effectively in oral and written form.
- Work and communicate effectively and cooperatively with students and staff.
- Work varied hours, including evenings and weekends, as needed, as part of a regular work schedule.

- Demonstrate interpersonal skills using tact, patience, and courtesy.
- Understand and work within set curriculum, goals, and objectives of the culinary and wine studies programs.
- Demonstrate an understanding of the social, economic, and ethnic diversity of community college students, faculty, staff, and administrators.
- Proficiency in the use of software programs (Ellucian) for the completion of purchase requisitions and data collection.

**MINIMUM QUALIFICATIONS**

**Education:** Successful completion of both culinary arts & baking and pastry programs. Preferred Associate’s degree in culinary arts, hotel management or restaurant management.

**Experience:** Two (2) years full-time equivalent, paid experience in culinary arts, restaurant management, or hotel management. Additional years of education may substitute for experience requirement on a year for year basis. One year will equal 30 semester units.

**Licenses/Certificates:**

- Possession and maintenance of a valid California driver license.
- Food handler’s certification.

**SALARY PLACEMENT**

Salary placement will be on Range 28 of Classified Represented Salary Schedule B ($2,391.60 - $3,742.80 per month as pro-rated for a 60% position). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($2,391.60 / $2,538.00 / $2,682.00 as pro-rated for a 60% position) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

**Probationary period** for new Classified employees is one year. **Work year** is 12 calendar months. The normal workweek for this position is 48 hours. Paid holiday, discretionary, vacation, personal necessity, and sick time are provided and will be pro-rated based on hours worked. **A regular work schedule will be assigned, with the ability to work a flexible schedule as needed.** A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

**PHYSICAL CHARACTERISTICS**

The physical demands for this position include the ability to lift and stack objects up to 50 pounds to force lift, carry, push, pull, or otherwise move objects. Work involves sitting, walking, standing, stooping, climbing stairs, reaching, twisting and turning, and bending at the waist. Acute hearing and speaking is necessary to effectively communicate with others. Must be able to perceive the nature of sound, utilize near and far vision, depth perception, provide oral information, and possess the manual hand dexterity to operate computers and related culinary equipment. Work may expose incumbent to toxic, pathogenic, or otherwise irritating substances and chemicals and may at times require the use of protective devices for eyes, respiration and hearing.
DISTRICT CLASSIFIED EMPLOYEE BENEFITS
Part-time Classified employees working 20 to 30 hours per week are provided with a diversified program that includes medical, dental and vision insurance for employee only, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive program is available to Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees' Retirement System (PERS), a defined benefit retirement plan through the State of California.

CONDITIONS OF EMPLOYMENT
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Hundreds of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.
APPLICATION AND SELECTION PROCESS
Applicants are encouraged to complete their applications online. Please visit our website at http://www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

* Online District CLASSIFIED Application.
* Detailed resume, which includes month/year dates of employment and descriptions of responsibilities at each employer.
* Letter of interest (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
* Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
* Copy of paperwork verifying successful completion of both a culinary arts and a baking and pastry program.
* Copy of valid California driver's license.
* Copy of your valid Food Handler's Certification.
* Supplemental Questionnaire. Please answer the following questions as part of your application packet.
  1. Have you successfully completed both a culinary arts and a baking and pastry program? (yes/no) If not, you do not meet this position’s minimum qualifications.
  2. Do you possess a valid Food Handler’s Certification? (yes/no) If not, you do not meet this position’s minimum qualifications.
  3. Do you possess an Associate’s degree in culinary arts, hotel management, or restaurant management? (yes/no)
  4. Please describe your experience in culinary arts, restaurant management, or hotel management. Include employer name(s), position title(s), dates of employment, full-time or part-time status (including number of hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
  5. Please describe your experience utilizing MS Office Suite, including Microsoft Word, Excel, PowerPoint, and Outlook (e-mail). Provide one or more examples of how you have used each program in the workplace.
  6. Please describe your experiences working in a culinary education program and the roles you played in serving the program’s students and assisting the faculty.
  7. Please describe your experience administering or working with budgets.

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8. Please describe your experience ordering supplies (including consumables), maintaining an inventory, and interacting with vendors.
9. Please describe your experience with purchasing processes, use of electronic purchasing software (such as Ellucian), purchase orders, and other accounting related documents.
10. Please describe your methods for organizing multiple projects and daily work.
11. Why do you want to work in this part-time staff position at College of the Canyons?

* Letters of Reference are optional.

Please note:
* Skills evaluation of candidates for interview may be required.
* Travel and relocation expenses are the responsibility of the applicant.
* Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
* “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
* Applicants are encouraged to apply online. If you need assistance with the application process, contact:

  Human Resources Office
  (661) 362-3427
  TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/Offices/HumanResources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of August 1, 2016 and August 8, 2016 and conduct final interviews between the weeks of August 8, 2016 and August 15, 2016. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.