

FIRST COAST TECHNICAL COLLEGE

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**Administrative and Confidential
JOB VACANCY**

Beginning Date: 06/29/2010

Closing Date: 07/21/2010

**Culinary Arts Supervisor
Full-Time 12 Month Position**

Salary Schedule: \$38,737 - \$59,200

Salary based on current First Coast Technical College Administrative and Confidential Pay Scale

Job Location: First Coast Technical College

Reports To: Vice President

Submit Application To: JoJean Ponce, Human Resources
904 547-3302 fax 904 547-3305
First Coast Technical College
2980 Collins Avenue
St. Augustine, Florida 32084
jojean.ponce@fctc.edu

Application Deadline: 7/21/2010

Procedure for Submitting Applications:

All applicants are required to submit (1) a letter of intent, (2) completed FCTC employment application and (3) a minimum of two references by the deadline date in order to be considered for this position. It is the responsibility of the applicant to submit sufficient information to enable the screening committee to effectively evaluate his/her education, training and experience. List names, addresses and phone numbers of at least three references, one of which must be your last employer. Home phone number and/or a business phone should be included. Missing information will constitute an incomplete application and the applicant may be eliminated from consideration.

- First Coast Technical College is a drug-free workplace. Drug testing is mandatory for all new employees.
- If you transfer into a safety-sensitive position that requires a commercial driver's license (CDL), you will be subject to the Omnibus Transportation Employee Testing Act requirements for drug testing.

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JOB DESCRIPTION

CULINARY ARTS SUPERVISOR

MINIMUM QUALIFICATIONS:

- (1) Associates degree in related area.
- (2) Broad background in chef experience, education, administration/supervision or related disciplines.
- (3) Demonstrated ability to work with people.
- (4) Willing to work flexible hours.
- (5) Experience in an ACF accredited school with culinary labs.
- (6) ACF Certification.

PREFERRED QUALIFICATIONS:

- (1) Bachelor's Degree in related area
- (2) At least four years experience in Culinary Area to include administrative duties
- (3) Multiple ACF Certifications to include CCE

REPORTS TO:

Vice President

JOB GOALS

A staff member who serves as a supervisor for the Culinary Arts Program and provides leadership in the coordination, planning, development, implementation and evaluation of the functions and services of the Culinary Arts Program

SUPERVISES:

Instructional and Support Staff

RESPONSIBILITIES:

- (1) Assists in the development of policies and procedures for the Culinary Arts program.
- (2) Coordinates Culinary Arts meetings and other related activities as appropriate.
- (3) Maintains good relations with staff and agencies.
- (4) Assists in the development of survey procedures to solicit opinions, suggestions, and recommendations that relate to the policies and operation of the Culinary Arts programs.
- (5) Actively provides instruction to students in area if expertise.
- (6) Monitors the maintenance of records, budgets and data base for the Culinary Arts programs and assists in preparation of reports and other program evaluations.
- (7) Supervises and performs evaluations of staff.
- (8) Works closely with the Vice President in providing ongoing oversight of the Culinary Arts programs.
- (9) Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently, as needed to move objects. Must have ability to compose written material, analytical reasoning skills and high energy to perform and complete tasks.

TERMS OF EMPLOYMENT:

Approved compensation plan for FCTC employees
12 month position
40 hours per week

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.