

JOB TITLE: Program Coordinator, Culinary Arts

FLSA: Exempt

DEPARTMENT: Career & Technical Education

LEVEL: Faculty

REPORTS TO: Dean of Career & Technical Education and/or Vice President of Academic Affairs **DATE EFFECTIVE:** 07-01-19

POSITION SUMMARY: This position is an assignment made to a faculty member teaching in the Culinary Arts program following the guidelines established by the accreditation commitment with the American Culinary Federation Educational Foundation, Accreditation Commission (ACFEF-AC). The position is responsible for the day to day oversight of program operations. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Program Coordinator/Faculty must be able to perform the following functions:

- Coordinate the overall Culinary Arts program activities.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the program and its relationship to the local sending schools.
- Communicate as needed with pertinent students, faculty, and staff on campus.
- Ability to communicate and work collaboratively with faculty, local sending schools, and business and industry partners, and local patrons.
- Collaborate with potential employers to develop on going competency needs for graduates.
- Evaluate student performance; meet regularly and confer with students regarding their progress in the program.
- Maintain student and faculty compliance records (health and vaccine records, etc.).
- Assist the Dean in conducting periodic program review and maintain appropriate assessment records.
- Review assessment activities as required.
- Organize and lead two (2) Advisory committee meetings in an academic year.
- Perform as a resource for all Culinary Arts faculty.
- Mentor new faculty, as required and provide feedback to faculty through the program evaluation process.
- Assist the program Dean with hiring, orienting, mentoring, oversight, and evaluations of adjunct faculty.
- Oversee and participate in local events related to student recruitment and any other activities related to the Culinary Arts program and community outreach.
- Participate in planning activities with the appropriate administrative offices as well as the advisory committee. Regularly meet with the advisory committee.
- Participate in instructional institutional planning and budget processes; attend Culinary Arts program meetings and divisional meetings as scheduled.
- Provide local oversight of equipment needs and maintenance; maintain appropriate records related to budget, equipment maintenance, and facilities.
- Responsible for the annual program systematic development, implementation, and evaluation.
- Develop, coordinate, and maintain internship sites.
- Coordinate required one (1) credit hour student internship.
- Plan, organize, and execute scheduled events and functions with other Culinary Arts faculty, staff, and students.
- Provide oversight and management of the kitchen/dining room functions to include: safety, equipment maintenance, upgrades, and acquisition; supply inventory management; orientation for faculty, students, and guests; maintain budgetary data/reports; maintain kitchen/dining room guidelines, policies, and procedures.
- Serve as liaison, coordinate and maintain accreditation through the ACFEF-AC as standards require.

POSITIONS SUPERVISED: Instructional Culinary Assistant and Student Workers

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature/Date

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