



The School District of Osceola County, Florida

POSITION DESCRIPTION

TITLE: Culinary Arts Program Lead/Chef Instructor

QUALIFICATIONS:

1. Florida Certification in Vocational Education to meet state Culinary Arts requirements.
2. Certified or certifiable by the American Culinary Federation- certified executive chef or culinary education.
3. Teaching and supervisory experience preferred

REPORTS TO: Director of Osceola Technical College (oTECH)

POSITION GOAL: This position is involved in planning, organizing and establishing the Culinary Arts Program including the supervision of the oTECH food service operation.

PERFORMANCE RESPONSIBILITIES:

1. To establish and maintain ten critical control points including menu planning, purchasing, receiving, storing, issuing, preparing, cooking, holding, serving, and sanitizing of the culinary arts and food service operation.
2. To disseminate schedules and regulate the use of the culinary arts and food service facility and be responsible for maintaining a conducive learning environment.
3. To teach the culinary arts program and help coordinate the apprenticeship and on-the-job teaching methods.
4. To assist in the preparation of the annual budget and to operate the department in a fiscally sound manner.
5. To serve as the secretary of the culinary arts advisory committee.
6. To assist in the recruiting, hiring, orientation, and training of new instructors and new food service employees, as well as documenting disciplinary actions, termination, recommendations and work-related problems, all of which are then report to the oTECH Director.
7. To have the ability and willingness to work in cooperation with the administration and other employees and to promote a friendly, professional, caring, and courteous atmosphere in the classroom, the food service facility, and the community at large.
8. To secure the required supplies, materials, equipment, textbooks, etc., for the culinary arts instructional program and the oTECH food service operation.
9. To develop or acquire competency-based curriculum and prepare appropriate lesson plans.
10. To assist in collecting data for FTE and other accountability purposes.
11. To demonstrate personal growth by joining professional organizations and attending workshops and other in-service activities on a regular basis.
12. To contact restaurants and other food service establishments to survey types of programs and instruction needed for job preparation and updating skills.
13. To serve as advisor for the VICA student organization.
14. To arrive at work on time and be prepared to complete assigned tasks promptly.
15. To meet appropriate hygiene and appearance guidelines as defined by oTECH in meeting the school's image and philosophies.



The School District of Osceola County, Florida

POSITION DESCRIPTION

16. To perform other duties as assigned by the oTECH Director.

TERM OF EMPLOYMENT:

Ten (10) months – Teacher Salary Schedule may include up to 39 additional duty days as needed.
Based on enrollment may be required to work split shifts.

EVALUATION:

Performance in this position will be evaluated by the Director of Osceola Technical College (oTECH).