

HOSPITALITY MANAGEMENT - CULINARY SUPERVISOR

DEFINITION

Under the direction of the assigned administrator, working in conjunction with Hospitality and Culinary Arts Faculty, supervise, coordinate, and perform the operations of a student-directed Culinary Arts work experience program encompassing a variety of dining experiences.

TYPICAL DUTIES

Supervise, coordinate, and perform the operations of a student-directed professional work experience program; train, supervise, and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies, procedures, and quality standards; coordinate with course instructors to implement weekly menu, ensure professional quality standards are met, and demonstrate appropriate line cooking techniques; work with vendors to purchase daily food supplies, ensure quality oversight of inventory procedures and assure proper storage and rotation of supplies; oversee the preparation of lab needs with instructional assistants for each lab; seek and provide innovative ideas for presentation and selection of food; analyze market trends; negotiate economical purchases of food, supplies, and equipment; determine pricing of food products; review and analyze financial statements of food service operations; provide for proper maintenance of equipment; analyze new equipment available; coordinate group reservations and tours to include the public and feeder high schools; work with industry to coordinate work locations for hospitality internships; act as liaison between faculty, industry, and feeder high schools; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

One year of experience in a lead or supervisory position in any field. Three years of responsible food service experience in areas such as restaurant line cooking, menu preparation, and budgeting (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Bachelor's degree from an accredited institution; **OR** an Associate degree from an accredited institution **AND** two additional years of qualifying experience; **OR** if no college degree has been earned from an accredited institution, five additional years of qualifying experience.

KNOWLEDGE OF

Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations, such as Education Code, Labor Code and regulations for health and safety with respect to food service operations; applicable district policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; requirements of various funding sources; recordkeeping techniques in a complex business environment; Classic American and French food preparation techniques, methods, and practices; hazardous material management; sources of supply for food, equipment and supplies; inventory methods and practices; budget preparation and control; modern office practices, procedures and equipment.

ABILITY TO

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; assist in the development and design of systems; maintain effective internal controls; demonstrate classic and modern cooking techniques; demonstrate knife skills with speed and accuracy; organize an efficient hot and cold line; identify and find culinary solutions to culinary production challenges; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.