

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE K
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

PROGRAM SPECIALIST, CULINARY

BASIC FUNCTION

Performs administrative and clerical duties in support of the Culinary Arts Program; generates purchase orders for food related equipment and supplies; assists in organizing and setting up catered events; and performs tasks related to monetary transactions and cash handling.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing specialized duties in support of the District's Culinary Arts Program. Employees at this level exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs a diverse range of tasks in support of the Culinary Arts Program including administrative, classroom, and catering program assistance.
2. Interviews and schedules catering events with customers; assists clients in the menu selection; assists students in catered events by planning the setup and delivery of catered products.
3. Prepares purchase requisitions/orders for all food and food-related supplies, including specialty items for catering events and graduation; receives, stores, issues, and maintains an inventory of supplies and equipment; orders and receives all linens and towels to be used in dining room and for catered events.
4. Enters all purchase orders on to a spreadsheet; compiles data from spreadsheets to track expenses for budget reporting.
5. Types and edits a variety of documents, including correspondence, letters, memos, flyers, and related materials; inputs and retrieves data into various program, department, and/or District-wide software systems.
6. Performs tasks related to monetary transactions and cash handling; opens and closes the cash register system and follows point-of-sale (POS) system procedure when the restaurant is open for business; sets up and maintains filing system for daily sales, catering events, student's voluntary forms, and similar documents.
7. Prepares daily sales report, including settling credit card transactions; submits a prepared sales report to the District's Business Office.
8. Forwards all catering invoices for billing; receives all checks and journal vouchers to be entered into register for catered events and deposits monies into proper accounts.
9. Assists the instructors in training the new class on front-of-the-house operations using the POS system when placing orders or using credit cards.
10. Provides support to students and faculty in such areas as guest tours of the Culinary Arts Program operations and conducting information sessions and orientations for prospective students.
11. Assists in calendaring Counselors to come to the Academy location to counsel students on academic plan/educational goals.
12. Participates in District-provided in-service training programs.

13. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. General food purchasing and food service operations.
2. Modern business and administrative practices and procedures.
3. General purchasing policies and procedures.
4. Cash handling techniques.
5. Operational characteristics of POS systems.
6. Inventory principles and practices.
7. Methods and techniques of setting up catering events.
8. Processes for recording and submitting monetary transaction documents.
9. Business arithmetic.
10. Recordkeeping principles and procedures.

Ability to:

1. Provide specialized administrative and clerical support to the District's Culinary Arts program.
2. Understand the purpose and operation of the Culinary Arts Program to assume assigned responsibilities.
3. Operate a POS system and handle/document monetary transactions.
4. Track program expenses for budget purposes.
5. Assist faculty and students in program events.
6. Monitor and maintain appropriate inventory levels.
7. Generate and process purchase requisitions for program food, equipment, and supplies.
8. Type a diverse range of business documents including letters, reports, and related materials.
9. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
10. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
11. Understand and carry out oral and written directions.
12. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
13. Exercise independent judgment within general policy and procedural guidelines.
14. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
17. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
18. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and two (2) years of experience in purchasing food-related supplies and equipment and in operating a POS system; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

1. Possession of National Restaurant Association Educational Foundation's ServSafe® Food Protection Manager Certification prior to the start of employment and maintain certification throughout employment.
2. A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.