



TITLE	CLASSIFICATION	SALARY GRADE
CULINARY OPERATIONS SPECIALIST	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE: 2014/15 Classification Review		

**JOB DESCRIPTION:**

Under general supervision, performs various duties related to the purchasing of food, supplies, and equipment and inventory management in accordance with established policies and regulations; provides support to instructors for various culinary arts classes and ensures that the labs are adequately stocked with supplies and tools; ensures that equipment is well maintained and functional.

**SCOPE:**

The Culinary Operations Specialist has in-depth knowledge in the instructional area to which assigned; responsibilities are discharged with demonstrated expertise and authority; researches, evaluates and purchases food, supplies and equipment based on price, service, quality and warranty to meet the needs of the Department; verifies available funds and appropriateness of budget codes in accordance with District policy.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Coordinates purchasing of food & supplies.
2. Contacts and receives quotes from vendors; compares costs and evaluates the quality and suitability of food & supplies.
3. Assists with the maintenance of the department's purchasing and receiving records, prepares and processes requisition forms, and monitors the purchasing budget.
4. Assists with retail bakery operations including front counter coverage, close out of register and preparing daily deposits.
5. Maintains a current database of vendors, accessible to faculty and staff.
6. Ensures that food and supplies are ordered, received, and distributed accurately.
7. Coordinates purchasing details of food and supplies with vendors and department staff, including pricing revisions, order cancellation and invoice discrepancies.
8. Resolves problems and issues arising from purchase of food & supplies.
9. Monitors and maintains inventory of food & supplies needed for the efficient operation of classes.
10. Maintains labs, walk-ins, and dry storage areas.
11. Sets up labs and demonstrations as requested by instructors.
12. Ensures that lab supplies are stocked and tools and equipment required for the lab are in good working condition.
13. Assists Culinary Arts faculty with their instructional needs.
14. Trains and supervises the work of student and short-term, non-continuing (STNC) employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Learn and apply purchasing policies and procedures, rules, regulations, and instructions; keep informed of new technology products, market conditions and current prices; communicate effectively in English; interact with the public in a helpful, courteous and friendly manner; follow and give oral and written directions; identify problems and recommend solutions; work independently with a minimum of supervision; maintain accurate records; perform detailed work related to purchasing with judgment, accuracy, confidentiality and promptness; maintain cooperative working relationships; demonstrate a sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Regulations covering Food Service operations; techniques of supervision; current industry safety standards; modern purchasing methods, procedures, and specifications; methods and techniques utilized in analyzing the quality of food, supplies, and equipment; sources of purchasing information; budgets and revenue control; point-of-sale systems; standard office productivity software.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Two years of college with major coursework in Culinary Arts or demonstrated in-depth knowledge in the area assigned. Culinary Arts Certificate preferred.

#### *Experience:*

Previous experience with purchasing or restaurant operations. Demonstrated experience purchasing for a professional kitchen preferred.

### **LICENSE OR CERTIFICATE:**

- Must be ServSafe certified or the equivalent.
- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.