

**TITLE: Coordinator, Culinary Operations****CLASSIFICATION: Classified****SALARY GRADE: C10****SCOPE OF POSITION:**

Under general direction, prioritizes, coordinates, oversees, and performs operational activities for the Culinary Center. Orders and distributes perishable lab materials, purchases and maintains equipment, maintains building and provides support for operations for the Culinary Arts Center. Develops and oversees operational best practices and procedures for the facility. Serves as a lead worker to other classified employees at the facility.

**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. Oversees the daily operations of the Culinary Arts Center including public-facing lab spaces, retail bakery and teaching kitchens, walk-in refrigeration, freezers, dry storage areas, and non-lab operational areas of the facility including receiving and storage.
2. Coordinates programming of the point of sale (POS) system for lab classes, product signage, merchandising, vendors, and organization and development of standard operating procedures. Resolves discrepancies for student and employee transactions and close-out of POS and prepares daily deposits.
3. Resolves day to day issues arising from the site operations involving perishable materials and supplies, building and equipment; communicates with department faculty and staff regarding operational issues, operational protocols and best practices for the facility.
4. Coordinates purchasing, receipt, and timely distribution of perishable materials, equipment and supplies. Monitors and maintains inventory of perishables and supplies needed for the efficient operation of classes. Coordinates purchasing details with vendors and department staff, including pricing revisions, order cancellation, substitutions, and invoice discrepancies.
5. Communicates details of perishables purchases with department staff for course budget allocations.
6. Contacts and receives quotes from vendors; evaluates the cost, quality and suitability of equipment and supplies.
7. Coordinates and/or performs installation, maintenance and repair of equipment with Facilities Operations, Information Technology, or external vendors.
8. Maintains purchase and maintenance records on all equipment and District asset tags within the facility; prioritizes ongoing equipment needs; coordinates surplus of property.
9. Interviews, hires, trains, schedules and directs the work of short-term non-continuing (STNC) employees for the retail bakery and Culinary Arts Center.
10. Serves as a lead worker for other classified employees.

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### **KNOWLEDGE OF:**

1. Regulations covering food service operations.
2. Current industry safety standards.
3. Current purchasing methods, procedures, sources and specifications.
4. Methods and techniques utilized in analyzing the quality of food, supplies, and equipment.
5. Budget and revenue control.
6. Point of sale systems within retail and restaurant hospitality industries.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Prioritize, delegate and communicate operational tasks and objectives.
2. Develop and implement operational best practices.
3. Learn and apply purchasing policies and procedures, rules, regulations, and instructions.
4. Maintain currency with emerging technology products, market conditions and current prices.
5. Communicate effectively, both orally and in writing.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Minimum two years of college coursework with significant coursework in business administration or a closely related field of study.

### **EXPERIENCE:**

2+ years of experience serving in a lead role in a retail, hospitality, and/or restaurant setting.

### **OTHER REQUIREMENTS:**

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

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*