

Professor of Culinary Arts

Mt. San Antonio College

Job Category: Faculty

Employee Group:

Time (Percent Time): 100%

Term (months/year): 10 months/year

Current Work Schedule (days, hours): As assigned

Salary Range: Faculty Schedule

Salary: Initial placement, \$65,837 - \$98,256 annually

Shift Differential:

Health & Welfare: The College contributes \$12,159 toward annual premiums for medical, dental, vision, and life insurance coverage. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees' Retirement System (PERS), State Teachers' Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

*Subject to change based on Collective Bargaining Agreement.

Department: Consumer and Design Technologies

Open Date: 12/19/2017

Closing Date:

Open Until Filled: Yes

Basic Function/Overview:

Essential Duties/Major Responsibilities:

- Teach a broad range of culinary arts courses ranging from introductory to advanced including, professional cooking, garde manger, baking and pastry, international cuisines, butchery and charcuterie, as well as other related courses within the Culinary Arts or Hospitality Management Discipline
- Teach assigned courses in accordance with assigned course outline of record
- Participate in the operation and supervision of the student run restaurant as well as the bakery in collaboration with other faculty and staff
- Participate in curriculum development, program advisory board, learning outcomes development and assessments
- Participate in grants relevant to the program and serve on College committees as necessary to maintain and improve the instructional program
- Participate in on-going professional development activities relevant to the discipline and teaching
- Perform related duties as assigned, including timely compliance with clerical and administrative responsibilities and College, division, and department policies
- Collaborate effectively with other faculty, staff, and administrators to plan, develop, and execute related programs

- Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials, effective teaching methods including online courses, and informed critical feedback on assignments and discussions
- Perform any additional duties and responsibilities required per faculty contract, Title V – California Code of Regulations, or accrediting body
- Maintain scheduled office and campus hours, and participate in department/division meetings and committees
- Late afternoon and/or evening assignments may be required as part of the regular contract

Other Duties:

Knowledge Of:

Skills and Abilities:

Minimum Qualifications/Education & Experience:

The minimum of one of the following awarded/conferred from a regionally accredited institution:

1. Bachelor's degree in any field **AND** a minimum of two years of professional experience; **OR**
 2. Associate's degree in any field **AND** a minimum of six years professional experience; **OR**
 3. The equivalent (must attach an Equivalency Determination Supplemental Form), **OR**
 4. California Community College credential, "Valid for Life" (no longer issued), authorizing service as an instructor in the appropriate discipline; refer to Ed Code § 87355 (If meeting qualifications with this credential, a copy of the valid lifetime credential must be submitted with the application.)
- B. Commitment to the community college goals/objectives of providing quality programs and services for students with diverse abilities and interests; personal qualities to work effectively and sensitively in a multicultural environment; awareness and commitment to the special needs of non-traditional students.
- C. Ability to communicate effectively in oral and written English.

Equivalencies:

Preferred Qualifications:

- Evidence in teaching or training in culinary arts
- Evidence of involvement in various aspects of Food & Beverage operations such as: Food Production, Food and Beverage Management, Human Resources, Menu Development, Purchasing, Inventory Management, Cost Controls and/or Accounting
- Experience in developing new Standard Operating Procedures, or training manuals relevant to culinary arts
- Experience with Learning Management Systems or teaching Distance Learning Classes
- Experience with a variety of cuisines and menus
- Evidence of professional affiliations relevant to the culinary arts, restaurant management, hospitality management, or teaching (List all current memberships on CV or application, if any)
- Evidence of ongoing participation in professional development activities relevant to the discipline to maintain currency in the culinary arts discipline

License(s) & Other Requirements:

The incumbent may periodically be required to get to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

Working Environment:

Physical Demands:

Hazards:

Instructions re: Confidential Letter of Recommendation:

Conditions of Employment:

This is a full-time, tenure-track, 10-month contract position that begins in the 2018-19 academic year. Placement on the salary schedule is based on formal education, full-time and/or part-time teaching, and related work experience, up to a maximum placement at step 9.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live scanned and clearance for employment is authorized by Human Resources. Costs for live scan services shall be borne by the candidate.

Notice to all prospective employees – The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:<http://www.mtsac.edu/safety/pdf/2014ASRFinal.pdf>

The person holding this position is considered a ‘Responsible Employee’ under Title IX of the Educational Amendments Act of 1972 and is required to report to the College’s Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Examination Requirements:

Typing Certificate Requirements:

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on 03/05/2018 are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application
2. A cover letter addressing how duties & responsibilities, required qualifications, and preferred qualifications are met
3. A detailed résumé that summarizes educational preparation and professional experience for the position
4. A minimum of **three letters** of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation or any of the required documents)
5. College and/or university **transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants**, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
6. A copy of a current Food Safety Manager Certification or Card from any of the following ANSI accredited organizations: ServSafe, NRFSP , or Prometric
7. Equivalency Determination Supplemental Form: All candidates not holding the stated minimum qualifications who are requesting consideration based on an equivalency, must complete this form to be considered

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. [E-mail: employment@mtsac.edu](mailto:employment@mtsac.edu).

TRAVEL POLICY : Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. **Travel reimbursement claims must be submitted no later than 30 days following the interview date.**

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS .

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA . This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399.
Human Resources: (909) 274-4225. [E-mail: employment@mtsac.edu](mailto:employment@mtsac.edu).

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The committee will recommend finalists to the President/CEO and/or Vice President of Instruction for a second interview. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees' approval. The starting date will be determined following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicant's responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

EEO Policy:

It is the policy of Mt. San Antonio College that harassment is prohibited and that all persons shall receive equal employment and educational opportunities without regard to sex, race, color, ancestry, religious creed, national origin, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV & AIDS), marital status, sexual orientation, or Veteran Status. This nondiscrimination policy

covers Family and Medical Care Leave and Pregnancy Disability Leave. Contact the Office of Human Resources if you need any special accommodations to complete the application process at 909.274.4225.

Mt. San Antonio College is an Equal Opportunity Employer

Conflict of Interest:

Conflict of Interest

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN,
RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit: <http://apptrkr.com/1154106>