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# Northampton Community College

## Job Title

Chef Instructor

## Summary

Full-time faculty position maintains a safe and controlled learning and work environment conducive to education and successful food service operation. Performs duties that support restaurant/kitchen, catering and grab and go operations, on and off campus events and creates a successful credit and non-credit environment for culinary students. Supports culinary instructors and all members of the culinary team. Acts as culinary ambassador for the department and helps with recruitment, student success and overall department operations.

## Job Description

(1) Works with instructors to provide demonstration of culinary and/or pastry/baking methods, techniques, and skills to students as needed. (2) In collaboration with Culinary Director and culinary instructors, plans/creates menus/items for the Hampton Winds Restaurant, retail outlets and/or special events; acts as the communication link between FOH and BOH staff; creates recipe manuals and menu standards as appropriate. (3) Maintains invoices, food costs and inventories; puts food orders away, monitors inventory for quality, and rotates all stock; properly places all food, supplies and equipment orders and takes initiative to find ways to reduce overall food and supply costs. (4) Works in conjunction with facilities department to maintain and order chemicals and equipment as needed. (5) Monitors sanitation procedures and practices while maintaining current ServSafe managers' certification. Introduces and implements new sanitation practices/policies and trains students and employees on these procedures/ practices as needed. (6) Responsible for health department inspections and ensures kitchen is in compliance with current county rules and regulations. (7) Works with vendors to stay abreast of current trends and products; provides culinary operations guidance to students, staff and instructors as needed. (8) Oversees and supervises the service of meals in the dining room, catering orders, high end events, and grab and go market. (9) Supports Restaurant/Outlets Manager in supervising catering/outlet and kitchen staff (including student workers) as necessary (10) Attends administrative meetings and acts as a liaison between the department and the rest of the college. (11) Represents the NCC culinary department at open houses and various culinary on and off campus events. (12) Helps director plan and execute special events, implements new initiatives and performs other related duties as may be assigned by management.

## Minimum Qualifications

**Education:** Associate's degree in Culinary Arts and a Bachelor's degree in a hospitality related field from a regionally accredited institution are required; Masters degree preferred.

**Skills, Knowledge, Abilities:** (a) knowledge of various classical and modern culinary techniques along with knowledge of high volume production, food science and a variety of international cuisines; must be able to pass the Certified Executive Chef Certification through the American Culinary Federation (ACF) within three years of hiring; CEC certification preferred. (b) ability to instruct/train individuals; (c) food service financial practices and procedures; (d) ability to work with a wide range knowledge of food service equipment and maintenance as needed; (e) ability to make minor equipment repairs; (f) proficient computer skills (Microsoft Office); (g) planning, organizing and leadership skills; (h) Ability to stand for long periods of time, manage multiple tasks, work for extended time periods including early mornings, late evenings or weekends based on business needs and be able to lift up to 50 pounds.

**Experience:** At least five (5) years of full time experience as Executive chef or banquet chef in a high volume establishment with catering.

**Open Date** 10/1/18

**Close Date** 10/29/18

**To Apply** All applications must be made online at <https://ncc.peopleadmin.com/postings/3792>  
More information can be found at our careers site, [www.northampton.edu/jobs](http://www.northampton.edu/jobs)



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