NORTHEAST TEXAS COMMUNITY COLLEGE  
JOB DESCRIPTION

Director of Culinary Arts and Hospitality Management

**Department:** Business, Technology and Continuing Education  
**Job Status:** Full Time  
**FLSA Status:** Exempt  
**Grade/Level:** Admin/Prof II  
**Reports To:** Dean of Business, Technology and Continuing Education  
**Amount of Travel Required:** As needed  
**Positions Supervised:** Adjunct faculty, Culinary Arts staff  
**Work Schedule:** Monday - Thursday 8AM - 6PM  
**Contract Length:** 12 months  
**Friday 8AM - 12PM**  
**Or as assigned by the supervisor**

**PURPOSE:**
To plan, implement, direct, and evaluate the culinary arts and hospitality management program through coordination of full-time and part-time staff. To provide leadership through open communication, inspiration, and effective decision-making. To provide oversight for all culinary arts and hospitality management facilities. To assure quality in educational and training programs for culinary arts and hospitality management personnel. To develop a semester schedule of classes and teach courses as needed. Non-teaching assignments include instructional development, academic advising and assisting students, registration assignments, recruiting, participating in college-wide activities and task forces, and other appropriate responsibilities. The director will also serve as the manager of the program’s teaching restaurant, including meeting needs of the community and planning for revenue enhancement, as well as integrating hands-on experience in the teaching restaurant with instruction.

**MAJOR RESPONSIBILITIES:**

**Essential Job Functions:**

**Instructional:**
- Teach courses in accordance with the course syllabus and college policy.
- Develop curriculum and courses for new and existing programs. Continue to update and revise course content and teaching methodology in order to maintain currency and relevance.
- Maintain familiarity with current texts, materials, teaching aids and techniques relative to courses within the discipline and recommend their adoption when appropriate.
- Actively seek ways to improve instruction.
- Provide advice and/or assistance to associate faculty in regard to course content and instructional materials.
- Direct credit and non-credit training programs for Culinary Arts and Hospitality Management.
• Schedule and facilitate advisory committee meetings. Ensure that advisory committee maintains active membership.
• Develop and maintain positive working relationships with area restaurants and food establishments.
• Oversee all Culinary Arts and Hospitality Management facilities, monitor state of condition, and recommend any needed repairs, updates, or additions.
• Oversee the establishment and continued supervision of operations of a student-based menu-driven food production facility.
• Establish written agreements with interested restaurants and food establishments for effective co-operative work and field internship programs.
• Formulate, review, and approve program information for class schedules, college catalog, program brochures, and culinary arts and hospitality management website. Develop class schedules and assign faculty.
• Specify and recommend facilities and capital equipment necessary for safe and effective delivery of instructional programs.
• Interview and recommend employment for teaching and non-teaching faculty and staff.
• Teach selected courses in credit and non-credit curriculums.
• Formulate, recommend, and manage annual department budget.
• Conduct/Monitor standard business practices involving purchasing, purchase orders, receivables, payables, and capital equipment.
• Establish and maintain relationships with area high schools for recruitment and for offering dual credit classes.
• Actively seek ways to improve instruction.
• Provide advice and/or assistance to adjunct faculty in regard to course content and instructional materials.
• Post and observe a minimum of ten office hours per week for purposes of academic advising and student consultation. Hold office hours at times that will be most convenient for students. Meet with students as needed by appointment.
• Advise and assist students during the ongoing registration process.
• Maintain general knowledge of degree requirements, programs, and course transfer information.

**Institutional Service**

• Actively participate in discipline, division and college-wide task forces and committees for an average of two hours per week.
• Attend scheduled discipline, division and college-wide meetings.
• Visit high school career education classes, providing program/college information to students and teachers.
• Perform registration tasks determined in consultation with the division dean.
• Participate in full regalia in official graduation ceremonies.
• Perform other duties as determined in consultation with the division dean.
• Actively participate in assisting the college to maintain standards required for accreditation.

**Professional Growth and Development**

• Establish annual objectives mutually determined with the division dean, including personal and professional growth plans.
• Contribute to and participate in staff development programs.
• Participate in community activities and services.

MINIMUM REQUIREMENTS:

Knowledge, Skills and Abilities

- Knowledge of leadership styles and techniques for guiding, motivating, and directing individuals to achieve effective performance.
- Comprehensive knowledge of and skills in Culinary Arts and Hospitality Management courses with the ability to encourage students to use critical thinking and problem-solving skills. Must use flexibility, resourcefulness, and persistence.
- Advanced Skill(s) in Culinary Arts and Hospitality Management along with flexibility, resourcefulness, and persistence.
- Oral and written communication skills to support effective interaction with students, faculty, staff, administrators, and the general public.
- Basic computer skills to support preparation of class presentations and tests and effective communication with students, faculty, staff, administrators, and the general public.
- Knowledge of current developments in related fields of specialization with the ability to keep up-to-date on changes in policies and procedures to maintain current working knowledge.
- Skills to research information, identify relevant facts, and derive logical conclusions.
- Skill to identify goals and develop strategic plans for achieving goals.
- Ability to do the following:
  o Teach lab courses and/or assist with open lab.
  o Work with a diverse group of students, including special population students.
  o Meet deadlines for reports and other required paperwork.
  o Use organizational skills to effectively plan work activities, schedules, priorities, and utilization of resources.
  o Contribute to the team efforts of the department.
  o Deal in a fair and courteous manner with a variety of individuals.
  o Provide feedback, support, and encouragement to students.
  o Create an atmosphere of mutual trust.
  o Effectively convey ideas to others in a group or one-on-one situation.
  o Follow an activity, project, or plan of action from its inception through implementation without losing control or perspective.
  o Prepare and analyze financial data and information.
  o Assist/tutor students verbally and through comments on assignments.
  o Contribute and present innovative ideas for new curricula and facilities.
  o Design and develop marketing tools and strategies.
  o Evaluate employee and student performance.
  o Perform all the essential functions of this job.

Education and Experience

Education: Associate of Applied Science degree, (Bachelor’s desired), from a regionally accredited institution indicating academic preparation in Culinary Arts and Hospitality Management.
**Experience:** Five years work experience in a combined Food Service Management/Culinary Arts/Hospitality Management setting is required. Community college teaching experience is desirable.

**Licenses/Certificates:** Food Protection Management certification required. ACF points or certification desired.

**SIGNATURES:**

____________________________________________________
Director of Culinary Arts and Hospitality Management       Date

____________________________________________________
Dean of Business, Technology, and Continuing Education    Date

____________________________________________________
Vice President for Instruction and Student Development    Date

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President                                                  Date

Job Description Developed: 3/2008
Reviewed: 6/2010 by Diana Hall
Prepared by: Dean Russell Kunz