

Colorado Mountain College Position Description

Title: Director of the Recreational Culinary Institute
FLSA Classification: Exempt
Hiring Range: \$69,482.59 - \$77,202.88

Primary responsibility

The Director of the Recreational Culinary Institute has responsibilities for developing and marketing the non-credit culinary arts program and specific classes for the Breckenridge campus. The incumbent will work with the community education program, the local professional community, and professional organizations in coordinating local classes/series, professional development and educational seminars. The incumbent will assist in the development of curriculum; guidelines and course development; and the recruitment of adjunct faculty for the recreational programs. Other responsibilities related to the operation of the kitchen facilities including oversight of the facility, scheduling, maintenance, supplies, inventory and development of specifications for approved vendors. The incumbent must be willing to teach up to 50 non-credit classes for the Recreational Culinary Institute annually.

Pre-Requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a Culinary Arts degree from an accredited institution and 5 years related professional experience, or equivalent education and experience that will provide the necessary knowledge, skill, and abilities to perform the functions of the position.

Teaching/training experience essential. Formal post-secondary teaching in the culinary arts desired. Previous experience in managing an instructional program preferred.

Knowledge of: Marketing concepts for culinary arts programs; foundations of classical cuisine and various ethnic cuisines; food service/restaurant operations including management, budgeting, scheduling, maintenance and food handling and sanitation requirements; office equipment, customary office technology and computer software (Microsoft Office programs preferred).

Ability to: Develop a culinary program and curriculum guidelines; manage instructional programs from conception to implementation; work with a wide range of individuals and groups including students (youth, high school and adult learners), faculty, professional organizations, and community members.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Responsible for promoting, marketing, developing, coordinating and implementing recreational culinary programs.
2. Develops working relationships with the local professional community and organizations in promoting and launching key programs/series and professional development seminars.
3. Develops curriculum and guidelines for adjunct faculty course development.
4. Works with the local professional community, and professional organizations in coordinating local classes/series, professional development and educational seminars.
5. Assists in the development of curriculum; guidelines and course development.
6. Recruitment of adjunct faculty for the recreational programs.
7. Operation of the kitchen facilities including oversight of the facility, scheduling, maintenance, supplies, inventory and development of specifications for approved vendors.
8. Other duties as assigned.

Supervision Received

This position reports to a designated supervisor.

Supervision Exercised

This position will be responsible for supervision of part-time kitchen support staff including part-time culinary instructors and dishwasher; technical/clerical staff; other part-time staff and students.

Special Conditions of Employment:

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Travel, evenings and weekends will be required at times due to the nature of the position.

Working Conditions:

This position requires frequent standing and sitting, and walking; occasional climbing, balancing, stooping, kneeling, bending, squatting; frequent pushing/pulling, and reaching with hands/arms, and constant handling objects and using finger movements; frequent lifting, carrying, pushing/pulling up to 25 lbs., and occasionally up to 50 lbs.; ordinary talking, hearing, and vision capabilities; constant reading/comprehending, performing calculations, communicating orally, and reasoning/analyzing, and occasional writing; occasional work in high, precarious places. Work is performed using a computer, standard office equipment, commercial/educational kitchen environment, Point-of-Sale System cash register, hand-truck, step or full ladder frequently.

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.