

**CATEC  
POSITION DESCRIPTION**

<b>JOB TITLE:</b> Culinary Arts Teacher – Full time	<b>LOCATION:</b> CATEC
	<b>JOB CLASS CODE:</b>
<b>IMMEDIATE SUPERVISOR:</b> Director – CATEC	<b>PAY GRADE:</b> Teacher
	<b>FLSA STATUS:</b> Exempt

**GENERAL DEFINITION OF WORK**

Performs instructional duties, in appropriate academic disciplines, to high school students enrolled in the Culinary Arts curriculum. Key curriculum areas include: safety, purchasing, equipment and supplies, food prep, cooking (soups, vegetables, fruits, meats, seafood), desserts and sanitation. Central to the program are the management and conduct of a classroom and practical laboratory for teaching the related skills to high school students.

**ESSENTIAL FUNCTIONS**

The minimum performance expectations include, but are not limited to, the following:

- Meets and instructs the students in the locations and at the time designated;
- Develops and maintains the physical environment of the classroom and lab that is conducive to effective learning within the limits of resources provided by the system;
- Prepares for classes assigned and shows evidence of preparation upon request of the immediate supervisor;
- Integrates the use of technology and academic skills in the development of technical skills;
- Maintains and integrates current occupational competencies;
- Organizes frequent food bus events;
- Provides hands-on experiences to students.

Provides an effective program of instruction to include:

- Utilizes a variety of instructional skills;
- Demonstrates knowledge of child growth and development;
- Knowledge and use of materials and resources in accordance with the adopted curriculum and consistent with the physical limitations of the location provided;
- Demonstrates mastery of content area;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Documents and submits student progress, grades, attendance, and completion of competencies following policies and practices;
- Maintains and upholds school policies and procedures;
- Maintains records as required by law, system policy, and administrative regulations;
- Assists in upholding and enforcing school rules and administrative regulations;
- Makes provision for being available to students and parents for education-related purposes within contractual commitments;
- Creates and maintains the Culinary program to incorporate the CATEC Food Bus activities and community outreach into the program curriculum to include event scheduling, menus and catering, and staffing;
- Attends, and participates in, faculty and department meetings;
- Collaborates with other members of the staff in planning instructional goals, objectives, and methods;
- Assists in the selection of books, equipment, and other instructional materials;
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students;

- Establishes and maintains cooperative professional relations with others;
- Assists students in the development of student portfolios;
- Performs related duties as assigned by the administration in accordance with the school/system policies and practices;
- Provides catering – extra hours as needed;
- Provides an effective, up-to-date learning laboratory that meets all health code standards;
- Maintains inventory of equipment and instructional supplies;
- Develops effective working relationship and advisory committee with local businesses;
- Order, set-up, maintain, and monitor use of equipment and material;
- Maintains a clean and organized work environment;
- Prepares students for and administers the ServSafe Certification.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

An ideal candidate would:

- Have a passion for the Culinary field and strong desire to share that enthusiasm with high school students;
- Be coachable as they enter a new career field;
- Have a desire to join a close-knit school community.

### **EDUCATION AND EXPERIENCE**

Because this class is dual enrolled, the instructor must have an Associate’s degree in Culinary Arts or Bachelor’s degree in Culinary Arts, from a regionally accredited college or university with demonstrated competence in the culinary field. Two years or 4,000 clock hours of successful occupational experience in the endorsement area within the last five years is required.

Candidates must hold, be eligible for, or be willing to obtain a Virginia Collegiate Professional or Technical Professional teaching license with an endorsement in applicable subject area. All statutory requirements must be completed, including the VDOE Industry Certification Credential.

### **PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**

Duties performed typically in school settings to include: classroom, technical lab, business site off campus. Frequent walking, standing, light lifting, up to 40 pounds, and other limited physical activities are required. Providing regular or occasional transportation to work study sites is necessary. Regular instruction to special needs students may be necessary. Occasional lifting of equipment such as audio-visuals weighing up to 50 pounds may be required. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with area restaurants, chefs, and suppliers is required. Frequent contact with parents/guardians by phone and in person is necessary.

For more details, visit [www.catec.org](http://www.catec.org) Careers

### **SALARY RANGE**

Teacher scale, depending on experience and qualifications.

### **EVALUATION**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

**Date Approved:** February 2023