

Instruction Aide B, Culinary Arts
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251465>

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Posted Jan. 13, 2025, set to expire May 8, 2025

Job Title	Instruction Aide B, Culinary Arts
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Jan. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Vocational/Technical
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Posting Details

Position Information

Position Title: Instruction Aide B, Culinary Arts

Requisition Number: FAC00471

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General Description

Under general supervision, the Instructional Aide B, Culinary Arts provides administrative, clerical, and technical support to the Culinary Arts area. Duties and responsibilities primarily consist of assisting with all aspects of kitchen lab management, sanitation of labs, inventory management, ordering and receiving food supplies, and maintaining the annual program budget.

College Intro

Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.

Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.

Specific Responsibilities

- Procures food, equipment and preventative maintenance contracts from approved vendors.
- Opens kitchens, assembles supplies and sets up apparatus used in class demonstrations.
- Conducts periodic inventory by count and cost and ensures stock rotation (FIFO).
- Costs out menus and recipes.
- Orders, receives, inspects and stores food supplies and linens.
- Prepares repair work orders as needed.
- Monitors walk in refrigerators, reach in refrigerators and freezer temperatures.
- Maintains and schedules maintenance for all kitchen lab equipment.
- Maintains binders for syllabi, safety procedures and equipment manuals.
- Provides assistance to students and instructors in the preparation of food for catering events.

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- Keeps storerooms and work areas orderly and clean.
- Closes kitchen, inspects for cleanliness, and ensures lab carts, kitchen equipment and supplies are stored away.
- Performs related duties as assigned.
- Wears appropriate uniforms and shoes.
- Maintains a professional demeanor at all times.
- Provides assistance to instructors in the preparation of food for catering events.
- Commitment to the College's Mission: Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- External and Internal Community Relations: Actively participate in the academic life of the College; including participation in graduation, recruitment events, general assemblies, student life activities and other cross functional teams. Create learning opportunities for students inside and outside of the classroom including opportunities to teach dual-enrollment high school students.
- Collaboration: Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Respect for Diversity: Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Assessment: Full participation in the assessment of student learning and student learning outcomes at the course, program, and institution levels.
- Student Success: Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Utilize innovative teaching strategies and technologies for online learning and other technology tools to meet the learning needs of a diverse student population. Maintain office hours to meet with students outside of the classroom and respond to questions or concerns.
- Leadership and Development: Commitment to professional learning and growth, student mentoring, and service to the profession. Remain current in the use of technology, developments within the field of discipline, and developments related to teaching and student success.
- This is a Non-Teaching Position

Minimum Qualifications

- Associate Degree or its equivalent, from a recognized college or university with a major in Culinary Arts, Food Production or Hospitality Management.
- Current ServSafe Certification required.

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- Culinary arts skills and knowledge of kitchen equipment.
- Previous work experience involving budgeting.
- Demonstrated proficiency using Microsoft Word, Excel and PowerPoint.
- Demonstrated professionalism and excellent customer service skills.
- Excellent time management and organizational skills including the ability to prioritize and multitask.
- Excellent verbal and written communication skills including proofreading and editing.
- Ability to meet deadlines with changing priorities.
- Strong organizational skills and the ability to plan work methodically with attention to detail.
- Ability to work extended hours and an occasional weekends as needed.

Preferred Qualifications

- Bachelor's Degree or its equivalent, from a recognized college or university with a major in Culinary Arts, Food Production or Hospitality Management.
- Previous experience using online vendor order system and POS system.
- Commercial food production design and presentation techniques.
- Previous work experience involving the catering sales process preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%

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- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 1

Min Salary/Hourly Rate: \$38,526

Max Salary/Hourly Rate: \$55,570

Position Type: Faculty

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

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Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * Do you have an Associate Degree or its equivalent, from a recognized college or university with a major in Culinary Arts, Food Production or Hospitality Management?
 - Yes
 - No
4. * Do you have a current ServSafe certification?
 - Yes
 - No
5. * Are you proficient in managing budgets?
 - Yes
 - No
6. * Do you have a bachelor's degree with a major in Culinary Arts, Food Production or Hospitality Management?
 - Yes
 - No
7. * Do you have experience with commercial food production design and presentation techniques?
 - Yes
 - No
8. * Do you have previous experience using an online vendor order system and POS system?

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- Yes
- No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. Unofficial Transcripts
2. References

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PI259511348

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
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