

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Culinary Program Specialist

**BASIC FUNCTION:** Under the supervision of the area Director, performs a variety of clerical tasks ranging from ordering supplies to assisting in the classroom.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Prepares purchase requisition/order for all food and food-related supplies, including specialty items for catering events and graduation.
2. Responsible for receiving, storing, issuing, and taking inventory of supplies and equipment on an as needed basis.
3. Opens and closes the Aloha cash register system and follow POS procedure when the restaurant is opened for business.
4. Prepares daily sales report, including settling credit card transactions, along with a prepared sales report to Riverside Community College District Business Office.
5. Forwards all catering invoices for billing to Riverside Community College District Business Office for billing; receives all checks and journal vouchers to be entered into register for catered events and deposit monies into proper accounts.
6. Reconciles petty cash and donations on a monthly basis.
7. Enters all purchase orders on spreadsheet and compiles data from spreadsheets for tracking budget reporting for tracking data.
8. Interviews and schedules catering events with customers; assists clients in the menu selection.
9. Assists students in banquet (catered events); plans set-up and delivery of catered products.
10. Schedules and calendars CPR class for freshmen students with private vendor.
11. Assists faculty with providing tours and informational discussion with guests regarding the Culinary Program when needed.
12. Assists with and conducts information sessions and orientations for perspective students.
13. Sets up and maintains filing system for petty cash, daily sales, catering events, student's voluntary forms, etc.
14. Assists Instructional Department Specialist staff schedule and calendar Riverside Community College District Counselors to come to the Academy location to counsel students on academic plan/educational goals.
15. Orders and receives all linens and towels to be used in dining room and for catered events.
16. Makes purchases for specialty items for catered events and graduations.
17. Makes local, as needed, grocery store runs using an open purchase order.
18. Counts and prepares cash drawer for the following day's use.
19. On a weekly basis, checks inventory which has pars on all food and paper goods before ordering for the following week.
20. Assists with Online Application Days with the Director, Communications and Web Development.

21. Assists the instructor in training the new class on front-of-the-house operations using the Aloha system when placing orders or using credit cards.
22. Participates in District-provided in-service training programs.
23. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
24. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required. Graduation from a two-year culinary arts program or certificate program in culinary arts is desired.

**EXPERIENCE:** Extensive experience in purchasing food and food-related supplies and equipment and two years experience in operating cash register (opening and closing) are required. Experience in using the Aloha System (menu costing control system) is preferred.

**LICENSES/CERTIFICATIONS:** *ServSafe® Food Protection Certification* is required. A valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

**KNOWLEDGE OF:** General food purchasing and food service operations.

**ABILITY TO:** Understand, interpret, and apply District policies, rules, and regulations; use a computer; communicate effectively in a helpful manner; learn policies and procedures applicable to Culinary Arts Programs; establish and maintain effective working relationships with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Vendors, public, faculty, and students.

**WORKING CONDITIONS:** Normal restaurant/office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.