CHEF/INSTRUCTOR, HOSPITALITY MANAGEMENT
CHINO CAMPUS
Application deadline: Thursday, March 12, 2015 4:00 PM

POSITION DESCRIPTION
This is a full-time, tenure track position at the Chino Campus. Under the direction of the Chino Campus Dean, the primary assignment will be to teach a full range of Culinary courses offered by the department including, but not limited to principles of food preparation, culinary arts, restaurant & catering operations, purchasing, cost control, menu planning, quantity food production management, principles of baking, and sanitation and safety. The Instructor will also support the maintenance of the kitchen/laboratory, enforce sanitation and safety regulations, maintain inventory records, and support purchasing and other related inventory control procedures.

This position requires a dynamic individual to assume a leadership role for this department. The successful candidate will be expected to assist the Dean and Coordinator, and work with college and community leaders to promote the program. This position offers a great opportunity for the successful candidate to take the existing program and create an updated and diversified curriculum that can lead to the development of a culinary academy.

This position requires an integration of industry experience with classroom teaching experience to meet the needs of a diverse student population seeking entry-level employment upon completion of degree and certificate programs in the Hospitality Management Program in Culinary Arts, Food Service Management and Hotel Management. The student population consists of a diverse population of traditional students, re-entry, mid-career changing students, and international students with varying needs in instruction and mentoring.

This position calls for a willingness to develop on-going relationships with local industry leaders to better facilitate curriculum development, community contacts, and student work experience/internship opportunities. This position calls for flexibility in scheduling and a willingness to participate in the academic community as a full-valued member, serving on committees, advisory panels, and providing guidance to the student population of the department. The position calls for the skills and abilities needed to actively recruit outstanding students. The successful candidate must be prepared to serve students and all other groups within the college community by supporting the program and the community college mission.

SCOPE OF ASSIGNMENT
This assignment includes (but is not limited to) the following:
• Teach assigned courses in a manner consistent with the department’s standards and with the contents cited in the approved course outlines of record (COR’s);
• Participate in course and curriculum design, development, and evaluation; student advisement; program review; and district/college/school committees, as required, to maintain and improve the instructional program;
• Provide a safe and positive classroom environment conducive to effective learning;
• Participate in staff and college meetings and contribute through appropriate committee assignments and activities;
• Remain current in the subject matter areas and in techniques of effective instruction;
• Develop and maintain industry partnerships to support department goals;
• Maintain professional and ethical standards;
• Perform other duties necessary for the benefit of the students, the college, the community, and the profession;
• Day and evening assignments at the Chino campus or any of the Chaffey College Campuses may be required as part of the regular contract.

MINIMUM QUALIFICATIONS
• Bachelor’s degree AND two (2) years of professional experience; OR
• Associate’s degree AND six (6) years of professional experience; OR
• Possession of a valid Lifetime California Community College credential authorizing service as an instructor in Hotel/Food Service Management; OR
• The equivalent (District equivalency form must be submitted at the time of application);
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
DESIRABLE QUALIFICATIONS
Preference will be given to those candidates who establish the highest level of professional competency as evidenced by:

- Master’s degree in a related field of study;
- A minimum of five years’ of professional experience in culinary and pastry arts, in the hospitality industry with documented management responsibility;
- Evidence of prior successful teaching experience;
- Demonstrated cooperative and organizational skill in managing an instructional and/or production kitchen;
- Experience in the use of technology and software in the teaching and learning process, and development and implementation of online classes;
- Evidence of effective oral and written communication skills;
- Membership in professional organizations such as the American Culinary Federation
- Food Safety Manager/Proctor Certification from an accredited organization; such as the ServSafe Certification from the National Restaurant Association
- Knowledgeable in curriculum development, program advisory boards, Student Learning Outcome (SLO) development and assessments, and grants relevant to program

CONDITIONS OF EMPLOYMENT
Based upon the minimum and/or desirable qualifications stated in this position announcement, the initial salary placement range is $55,458 (minimum qualifications) to $86,568 (doctorate). Placement is based on the regular full-time faculty salary schedule and is dependent upon verification of relevant experience and coursework from a regional or nationally accredited institution of higher learning.

EXCEPTIONAL BENEFIT PACKAGE
Health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the State Teachers’ Retirement System (STRS)

THE APPLICATION PROCESS
Application and information may be obtained from Chaffey College, Human Resources at www.chaffey.edu or (909) 652-6528. Please refer to the Application Submittal section on our Employment Opportunities page for the various methods in which to submit your application materials: http://www.chaffey.edu/humres/Employment%20Opportunities.shtml.

Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include:

- District Application
  (Completion of all sections is required. Do not mark “See Resume”)
- Letter of Application
  (State briefly how you meet the qualifications)
- Resume
- Professional Reference List
  (Include names, current addresses, phone numbers, and email addresses)
- Copy of Transcripts
  (Transcripts must indicate degree earned/conferred - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts). Official sealed transcripts will be required upon hire.)

Foreign transcripts must be transcribed and evaluated in English by a bonafide evaluation service. Educational requirements must be met on or before the closing date.

The College does not return materials submitted in application for a position. Please do not include any additional documents not required in the Application Process section.

Completed application and related materials must be received by Human Resources no later than 4:00 p.m. on the application deadline date as indicated at the top of the announcement. Failure to submit all required application materials may result in the applicant not being considered for the position. A postmark is not acceptable for this purpose.

Submission of application and related materials is the applicant’s responsibility. The District reserves the right to readvertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.
Applicants should promptly notify the Department of Human Resources of any change of address and/or phone number. All application materials are subject to investigation and verification. False statements will be cause for disqualification or discharge from employment.

The Selection Process
A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held on the Chaffey College campus and are conducted by an Interview Committee. Additional interviews may be required. Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for accommodation due to a disability, please indicate this request on your application or contact the Department of Human Resources.

Travel costs related to an interview will be borne by the applicant.

All application materials must be submitted to:

CHAFFEY COMMUNITY COLLEGE DISTRICT
Human Resources
5885 Haven Avenue
Rancho Cucamonga, CA  91737-3002
(909) 652-6528

About the College

The College
Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. Its campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

District
The college district serves a population of 650,000 in the west end of the vibrant Inland Empire of San Bernardino County, where the communities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda) and Upland are located. Four high school districts are contained in these communities.

Curricula
Chaffey College has lower division courses for students who plan to transfer to a four-year college or university, occupational courses for students who wish to gain competence in employable skills, or who wish to improve their skills, and general education courses for all students to provide them with an awareness of the ideas and ideals of our cultural heritage.

Transfer programs meet the lower division requirements of four-year colleges and universities.

Occupational programs are kept current and the latest information on occupational requirements is made available to students through interaction with community leaders and advisory committees.

In addition, Success Centers provide the community with resource centers for the development of foundational skills. At these Centers, students can improve their foundational skills, and secure tutoring and special supplementary materials.

Public Safety
The District's Department of Public Safety maintains crime statistics that occur on our campus facilities, on property owned or controlled by the district, and on public property within or immediately adjacent to and accessible from the campuses. This information is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus and Crime Statistics Act. You can obtain a copy of this report by contacting the Chaffey College Police Department at 909-652-6532 or by accessing the following website:

Chaffey Community College District is committed to equal employment opportunity.

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