



Culinary Program Specialist

Classified Range: 42

Board Approved: 12/12/25 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Provides laboratory and program assistance to students and faculty within Culinary Arts, including support in student-run restaurant, catering, and food truck services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations in the Culinary Arts program; collaborates with faculty and assists students in executing high-volume food service operations, including student-run restaurant services, catering, and special event meal preparation.
2. Practices and demonstrates the proper procedures, safe operation, and maintenance of commercial kitchen equipment, including knives, mixers, ovens, and food processors.
3. Assembles and portions food ingredients, measuring tools, and specialized equipment for class demonstrations and instructional labs in alignment with faculty course outlines and learning objectives.
4. Assists in the demonstrations of culinary techniques, artistic buffet presentations, and preparation of salads, sauces, baked items, and hot and cold entrees.
5. Operates, maintains, and troubleshoots commercial-grade kitchen equipment, including mixers, slicers, ovens, microwaves, refrigeration units, and industrial dishwashing systems; schedules and oversees routine maintenance and vendor service contracts.
6. Provides assistance to students and instructors in the daily activities and preparation of food for the culinary program functions, including the Food Truck, Sunroom, Den, and various catering events; operates a cash register and POS system.
7. Keeps storerooms and work areas orderly and clean; issues supplies, materials, and equipment to students such as food ingredients in quantities required for classroom assignments, knives, and measuring equipment; maintains records and facilitates the return of supplies and equipment checked out to students.
8. Maintains inventory records of food supplies, material and equipment and prepares inventory reports and requisitions; prepares daily sales reports, maintains expenditure records and provides data for budget estimates.
9. Places orders, inspects, receives, and stocks food, ingredients, and supplies, verifying compliance with industry quality and safety standards; coordinates with vendors to ensure timely delivery and product consistency for the Culinary Arts program.



Culinary Program Specialist

Classified Range: 42

Board Approved: 12/12/25 P. 2|4

10. Assists in maintaining security of laboratories, laboratory equipment, supplies, and materials; sets and monitors refrigerator, freezer, and dishwasher temperatures as specified.
11. Assists in taking orders, payments, and preparing foods such as soups, salads, desserts and bakery goods during breakfast, lunch, or dinner to service restaurant customers.
12. Assists in creating and updating instructional materials, including lab manuals and standardized recipes; assists with providing tours and information regarding the program.
13. Plans and creates menus and pricing; recommends substitutions to utilize food on hand; estimates the number of persons to be served and determines the quantity of food to be prepared.
14. Reconciles cash drawers; ensures that leftover food is properly labeled, dated, stored, and utilized to keep waste at a minimum.
15. Performs duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation



Culinary Program Specialist

Classified Range: 42

Board Approved: 12/12/25 P. 3|4

- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*



Culinary Program Specialist

Classified Range: 42

Board Approved: 12/12/25 P. 4|4

Education and Experience Guidelines

Education/Training:

- An Associate's Degree or sixty (60) semester units from an accredited institution in Culinary Arts.

Experience:

- Two (2) years of food industry experience that includes cooking and inventory responsibilities.

License or Certificate:

- Possession of a valid ServeSafe® Food Protection Manager Certification or the ability to get it within seven (7) days of getting hired.

Equivalency Provision:

In the absence of an Associate's Degree or sixty (60) semester units in Culinary Arts, equivalent to the completion of high school and four (4) years of food industry experience that includes cooking and inventory responsibilities is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a laboratory/kitchen setting; exposure to noise, smoke, fumes, heat, electrical energy, grease, oils; extensive handling of food.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory/kitchen setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to heavy amounts of weight up to 50 pounds; to operate kitchen appliances and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.