



Position Title: Culinary Outsourcing Specialist
Reports To: Director of International Hospitality Center
Department: Hospitality Management
Prepared By/Date: John Richards/9-8-2010
Approved By/Date: Dr. Rolando Montoya/9-13-2010
Revised: Martha Arrieta/02/18/2011

Job Code: 3707
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

The Culinary Outsourcing Specialist assists the professional staff with procurement related functions, solicits quotes from vendors, resolves problems related to deliveries and invoice payments, coordinates inter-campus mail and material deliveries to all campuses as well as clerical tasks within the department and provides logistical support for all culinary kitchen laboratories, Café, Restaurant, Campus catering, Food and Beverage TV Theatre while serving as an integral member of the Culinary Arts Institute.

Essential Duties and Responsibilities:

- Assists in the procurement and purchasing of materials, parts, supplies, food, wine, equipment and other commodities required for the operation of culinary school, restaurant and Café, campus and College catered events and other events as per the School Director
- Processes shipping and receiving orders for merchandise including student uniforms, enthusiast support materials, educational technology, parts, supplies, and other commodities to be used in the day to day operations of the program
- Monitors delivery route timeframes and makes adjustments as needed
- Coordinates the daily preparation and dispatch of products to all teaching kitchens, production kitchen, restaurant and Café
- Coordinates mail-related tasks and special deliveries of high priority items
- Makes adjustments in established routes to meet the special needs of the College
- Prepares daily, weekly and monthly reports of transactions handled by the department as per specifications of the Director
- Maintains and updates the inventory control database using the programs inventory/POS system
- Files completed purchase orders, processed internal requisitions for materials in the storerooms, delivery receipts, open accounts purchases, credit card reconciliation, and maintains the catalog of all inventory and supplies currently in use by the culinary arts department
- Performs inventory control activities on all of the food, beverage and equipment stored in the facility
- Maintains the effective inventory level, replenishes items found short
- Ensures that the data entry personnel report progress on a daily basis any operational discrepancy in the data assigned to them
- Maintains close coordination with departmental staff members to preclude conflict in use of Food product and equipment assigned to the culinary arts program
- Schedules repairs and maintenance for equipment
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Excellent organization skills and ability to organize and coordinate the workload for various College departments
- Skills in typing statistical tabulations accurately
- Ability to establish and maintain effective relations with College employees, vendors and the general public

- Ability to maintain complex records and assemble data
- Ability to plan, assign, review, supervise, and inspect all aspects of the purchasing process, schedule maintenance requests and coordinate work with other trades
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to establish and maintain effective working relationships with subordinates, supervisors, agencies of state government and College personnel at all administrative levels
- Ability to express ideas clearly concisely, verbally and in writing to groups and individuals
- Ability to work and communicate in a multi-ethnic/multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate. This individual is exposed to both indoor and outdoor environment conditions. The employee occasionally works in high production areas, precarious places and is occasionally exposed to very hot equipment, fumes or airborne particles.

Physical Demands:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms, stand and walk, use hands to finger, handle, or feel objects, tools, or controls and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in Finance/Accounting or related field and five (5) years’ experience
- Experience in financial analysis
- Experience with foodservice back office accounting and data management systems
- Foodservice purveyor contacts, locally, regionally and nationally
- Evening and weekend work may be required
- Advanced Microsoft Access and Excel skills required
- ServSafe Certification must be obtained during the first two (2) months of employment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name