



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> Associate III, Culinary Arts	<b>Last Revised/Approved:</b> <i>December 2018</i>
<b>Job Code:</b> TBD	<b>Reports To:</b> Manager, CTE
<b>Office:</b> Chief Academic Office	<b>Department:</b> Career & Technical Education

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> Exempt	<b>Term of Employment:</b> FT

**Position Summary/Purpose:**

Attend ProStart classes one day per week at each MPS school that offers the Program. Spends one day a week preparing for the following week.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

1. Works in conjunction with the Principal at each ProStart school to develop, coach and assess the teachers.
2. Ensures program organization, evolution, management and oversight.
3. Creates the budget for each individual school and ensures adherence to the budget.
4. Selects vendors and manages relationships. Ensures consistent fair pricing, timely deliveries and quality product.
5. Sets program standards to insure consistency and continuity of the program across all four schools.
6. Works in close conjunction with the teachers to insure adherence to safety and cleanliness standards.
7. Maintains relationships with the culinary community in Milwaukee to connect local chefs to the program and open internship/job opportunities for the students.
8. Leverages same relationships to provide volunteer opportunities for students interested in and who qualify (based on grades and attendance) to gain invaluable experience.
9. Serves as a Chef Mentor at each school once a week (M, T, W, TH). Works in close conjunction with the teachers to demonstrate the item to be prepared, helping students in execution and then in conjunction with the teacher, judging and coaching the teams as they present their completed prepared food item(s).
10. Celebrates victories and disciplines outlying behaviors.
11. Spends one day (preferably Fridays) preparing for the following week:
  - a. Places all food orders with approved vendor
  - b. Develops weekly recaps for each school to include celebrating successes, adherence to standards and providing coaching as necessary
  - c. Monitors and reports established student metrics (attendance, grades and referrals)
  - d. Reconciles reports by school of income generating activities (cafes, catering, fish fries, salad bars, etc.)
  - e. Plans, requests and schedules the visiting Chef Mentors January – May

- f. Plans for the annual cooking competitions.
  - g. Plans and leads competition teams
  - h. Works with Guidance Counselors and Nutrition Services at each school to insure that interested students secure internships and jobs.
12. Envisions, creates, and executes an income stream program(s) which could be projected to sustain the program financially within three years.
  13. Develops a master catering menu for the program and sub-programs per school.
  14. Costs out same menu adding a mark-up for internal MPS business and external catering opportunities.
  15. Explores the creation of a restaurant (open to the public) at Vincent leveraging the ProStart and Agricultural programs.
  16. Interfaces with the Department of Career & Technical Education and Director of Communications to celebrate the victories and ensures that all of the untold stories of progress and success are being communicated, helping to change the narrative about our kids.
  17. Provides exceptional customer service through positive communication and fostering a welcoming environment.
  18. Actively supports the MPS Strategic Plan.
  19. Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Position requires an associate's degree in culinary arts or restaurant management or a bachelor's degree in business or a related field with relevant restaurant and/or food service experience
- Knowledge of safe food preparation and sanitary practices is required

### ***Experience Requirements:***

- Three to five years of experience as a chef or restaurant manager for a large entity
- Excellent knowledge of the food purchasing process and the ability to work within a budget

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Must possess interpersonal skills that will facilitate work with all levels of management and the students of MPS.
- Must be able to exercise sound judgment to make decisions based upon research and investigations of facts and law.
- Must show initiative for new ideas and concepts as the culinary arts program at MPS grows.
- The ability to negotiate and communicate effectively, prepare technical documents and summaries is necessary.
- Must be able to manage department budgets and identify cost-saving measures.
- Ability to work under pressure with time constraints, be versatile, adaptable and maintain confidentiality.
- Must be able to multi-task and work with varying deadlines.
- Computer skills with advanced knowledge of MS Office products is required.

## **Working Environment:**

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

- General office environment with basic standing, walking and typing required. Should be able to lift up to 30 pounds. Employee required to work periodically on weekends. Evening meeting and events are required as a part of the job.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

## **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 with or without reasonable accommodation.*

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

### **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.