

Title:

Instructor, CC (Culinary Arts)

Position Number: 0082970

Hiring Unit: Culinary Arts Department

Location: Kapi'olani Community College

Date Posted: March 17, 2018

Closing Date: April 10, 2018

Salary Information: C2, minimum \$5,273/mo. Salary commensurate with qualifications and experience.

Monthly Type: 9 Month

Tenure Track: Tenure

Full Time/Part Time: Full Time

Temporary/Permanent: Permanent

Funding: General Funds

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Other Conditions:

- Contingent on course offerings and student demand, to begin approximately August 1, 2018, pending position clearance and availability of funds, and actual staffing requirements. Position may be converted from 9 to 11 months or 11 to 9 months based on operational needs.

#### Duties and Responsibilities

1. Under general supervision, design, deliver, and assess instruction in basic and advanced culinary arts to include both hot food and cold food preparations with a focus on student learning outcomes; and develop and/or update course content and materials and teaching and assessment strategies and methods to:
2. 1) improve learning outcomes;
3. 2) address the learning needs of the College's diverse students;
4. 3) integrate thinking and writing skills into course content where appropriate;
5. 4) use multi-media resources, including computers, where appropriate.
6. Perform other teaching-related duties that include, but are not limited to, preparing course syllabi and maintaining office hours for academic advising and for conferring with students about course work. Regular workload may include evening and weekend classes, continuing education classes, distance education classes, and teaching at off-campus sites.
7. Non-teaching duties include:

8. 1) working collegially to provide service to the Department and College and
9. 2) engaging in public service related to one's professional status and/or expertise; and in professional development and professional or scholarly activities related to one's discipline or teaching.

#### Minimum Qualifications

1. A) Bachelor's degree from an accredited college or university in the subject area plus three (3) years of related professional experience, which may include professional training; or
2. B) Associate Degree in the subject area plus five years related work experience, which may include professional training; or
3. C) 15 college credits plus seven years of related work experience, which may include professional training; or
4. D) a master recognition by the food service community – and 10 years related work experience.

#### Desirable Qualifications

1. A) Successful teaching experience in a community college or equivalent.
2. B) Work experience as an Executive Chef, Chef de Cuisine, Sous Chef de Cuisine or Working Chef with experience in managing and/or supervising the preparation of both Asian Pacific and/or Hawaiian Regional Cuisines and Continental and/or Haute Cuisines for a resort, hotel or other similar food service establishment.
3. C) Current certification by the American Culinary Federation (ACF) or other internationally recognized professional certifying organization.
4. D) Experience in technology-based delivery of education.
5. E) Ability to communicate effectively orally and in writing.
6. F) Ability to use a computer for business and academic purposes; and
7. G) The demonstrated ability to collaborate and lead.

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#### To Apply:

Submit 1) Signed Faculty or Executive/Managerial [CC Personnel Form 27A](#) application form ([www.hawaii.edu/ohr/employ.htm](http://www.hawaii.edu/ohr/employ.htm)), 2) graduate and undergraduate transcript(s) showing degrees and coursework to date. Copies of official transcripts are acceptable for the application; however, on-line transcripts, academic record/grade summaries, diplomas or copies of diplomas will NOT be accepted. Original official transcripts are required at the time of hire (in order to be official, transcripts must have the official seal and be mailed directly from the degree-granting institution to name and address where application is submitted. Official transcripts may not be stamped as issued to student or as a student copy); 3) a one- to two-page statement outlining the ways in which you meet the minimum and desirable qualifications. Application materials are to be sent to John Richards, Dean of Hospitality,

Business and Legal Academic Programs, Kapi'olani Community College, 4303 Diamond Head Road, 'Ilima 206, Honolulu, Hawai'i 96816. All materials must be postmarked no later than the closing date for an application and all documents to be considered complete or date-stamped by the dean's office no later than 4:30 p.m. on the closing date. Documents submitted electronically will not be considered. Incomplete or late applications will not be considered. Materials submitted become property of the College and will not be returned. Deaf and hard-of-hearing persons may call 1-711 or 643-8833. Kapi'olani Community College does not discriminate on the basis of age, race, sex, color, national origin, or disability in its programs and activities. For more information or inquiries regarding these policies, contact Section 504 Coordinator, (808) 734-9575, 4303 Diamond Head Road, 'Ilima 209, Honolulu, HI 96816; Title IX Coordinator, (808) 734-9522, 4303 Diamond Head Road, 'Ilima 205A.

Address:

1. John Richards
2. Dean of Hospitality, Business & Legal Education Program
3. Kapi'olani Community College
4. 4303 Diamond Head Road, 'Ilima 206
5. Honolulu, HI 96816

Inquiries:

1. John Richards, Dean; 808-734-9518; john.richards@hawaii.edu

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Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaii may be viewed at: <http://ope.ed.gov/security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.