CULINARIAN III
Kapiʻolani Community College
American Culinary Federation Apprenticeship

I. SUMMARY OF DUTIES: Regular, Full-Time, RCUH Non-Civil Service position with the Kapiʻolani Community College, American Culinary Federation Apprenticeship at Kapiʻolani Community College, located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Supervises and performs activities at a work station in a large food service operation or has responsibilities for all culinary activities in a small food service operation; may supervise Culinarian II, Apprentices and Student Assistants. Plans for and supervises the work of Culinarian II and apprentices in a large food service operation. Trains and instructs apprentices and student workers in culinary procedures. Utilizes food to be cooked as economically as possible to avoid waste and to conserve supplies available.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator (Ronald Takahashi)
   Immediate Supervisor – Operational Chef (Craig Yasaka)

B. Supervises: Culinarian III is not the primary supervisor of the positions listed below; will only supervise in absence of the Sous Chef/Food Service Supervisor:
   (4) Culinarian II
   (6) ACF Apprentices
   (8) Student Assistants

C. Budgetary and/or Fiscal Responsibilities: None.

D. Signature Authorities:

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E. **Level of Interaction:** Responsible for a work station in a food service operation with several work stations and serving a large number of meals. Ability to instruct and supervise others in all culinary activities. Estimates amounts of foods necessary to meet menu requirements; plans culinary activities to meet scheduled meal times; gets along well with others; tolerates kitchen heat, moving and carrying typical of the class.

III. **MAJOR DUTIES & RESPONSIBILITIES** (List 6-8 duties in order of importance, not by % values. Place a ✗ to identify the Essential Job Functions) **BOLD all “primary duties”:**

50% ✗ 1. Plans for and supervises the work of Culinarian II and apprentices in a large food service operation. Trains and instructs apprentices and student workers in culinary procedures. Utilizes food to be cooked as economically as possible to avoid waste and to conserve supplies available.

20% ✗ 2. Checks menus and secures sufficient raw foods for cooking purposes. Estimates cooking periods and starts food in time to meet scheduled meal times. Observes food while cooking and determines appropriate cooking temperatures.

10% ✗ 3. Seasons food; makes gravies and soups, cooks vegetables, meat and other foods as assigned; makes pies, cakes, pastries and hot breads.

10% ✓ 4. Sees that employees supervised adhere to proper sanitation practices. Cleans and maintains tools, equipment and work areas. Cleans and adheres to proper stewarding procedures.

5% 5. Adheres to all procedures that relate to the front-of-house food service activities such as waiting and bussing of tables, cashiering, and banquet service.

5% 6. Performs other duties as assigned.

IV. **PRIMARY QUALIFICATIONS:**

A. **Education/Training:** Associate's Degree from an accredited community college with specialization in Culinary/Pastry Arts, which provided training and skills necessary for supervisory positions in a food service operation. To be acceptable, the education must have provided culinary knowledge as outlined in the accreditation requirements of the American Culinary Federation.

B. **Experience:** Two to four (2-4) years of food service experience that demonstrated knowledge of quantity and quality food and beverage purchasing, safety and sanitation practices, effective work organization, and staff utilization. (Experience in a fast-food operation serving a limited and unchanging daily menu, such as chicken, hamburgers, fish, or pizza,
or limited to certain "ethnic" foods, regardless of the volume prepared and served, will not be accepted as qualifying.) Experience supervising and/or training one (1) or more employees.

C. **Knowledge:** Knowledge of the art and science of culinary arts to include all aspects of restaurant operations to include: kitchen management; quantity cookery; the use and care of cooking utensils and equipment; kitchen safety and sanitation requirements; principles and practices of supervision; menu planning; food purchasing and storage.

D. **Abilities and Skills:** Ability to instruct and supervise others in all culinary activities; estimate amounts of foods necessary to meet menu requirements; plan culinary activities to meet scheduled meal times.

E. **Physical and/or Medical Demands:** Able to lift and carry up to thirty (30) pounds unassisted. Must possess tuberculosis (TB) clearance.

F. **Policy and/or Regulatory Requirements:** As a condition of employment, employee will be subject to all applicable RCUH policies and procedures and, as applicable, subject to University of Hawaii's and/or business entity's policies and procedures. Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.).

V. **SECONDARY QUALIFICATIONS:** Experience working as a line cook or higher in a full service restaurant. Familiar with all aspects of cooking including short order, quantity food cooking, Continental cuisine and Asian/Pacific cookery.
VI. **REVIEWED BY INCUMBENT OF POSITION:** This position description is a summary of job functions, responsibilities and qualifications. These designations of functions are subject to change as needs dictate.

________________________________________  ____________
Signature of Employee  Date

Print Name

**JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:**

________________________________________  ____________
Signature of Supervisor or RCUH HR Representative  Date

Note: This sheet is attached to the position description. This page will be maintained with your file copy of the official installation date of the position description.

**PREPARED/RECOMMENDED AND SUBMITTED BY:**

Principal Investigator  ____________
Date

**CLASSIFICATION:**
Non-Exempt
RCUH Pay Range:  PR-N19

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**APPROVED BY:**

________________________________________  ____________
Director of Human Resources or Designee  Date

Completed by: SK, SK

ATTACHMENT 1
CULINARIAN III – ID# 16145. Kapiolani Community College. Regular, Full-Time, RCUH Non-Civil Service position with the Kapiolani Community College, American Culinary Federation Apprenticeship at Kapiolani Community College, located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws. **MINIMUM MONTHLY SALARY:** $2,320/Mon. **DUTIES:** Supervises and performs activities at a work station in a large food service operation or has responsibilities for all culinary activities in a small food service operation; may supervise Culinarian II, Apprentices and Student Assistants. Plans for and supervises the work of Culinarian II and apprentices in a large food service operation. Trains and instructs apprentices and student workers in culinary procedures. Utilizes food to be cooked as economically as possible to avoid waste and to conserve supplies available. **PRIMARY QUALIFICATIONS:** **EDUCATION/TRAINING:** Associate's Degree from an accredited community college with specialization in Culinary/Pastry Arts, which provided training and skills necessary for supervisory positions in a food service operation. To be acceptable, the education must have provided culinary knowledge as outlined in the accreditation requirements of the American Culinary Federation. **EXPERIENCE:** Two to four (2-4) years of food service experience that demonstrated knowledge of quantity and quality food and beverage purchasing, safety and sanitation practices, effective work organization, and staff utilization. (Experience in a fast-food operation serving a limited and unchanging daily menu, such as chicken, hamburgers, fish, or pizza, or limited to certain "ethnic" foods, regardless of the volume prepared and served, will not be accepted as qualifying.) Experience supervising and/or training one (1) or more employees. **ABIL/KNOW/SKILLS:** Knowledge of the art and science of culinary arts to include all aspects of restaurant operations to include: kitchen management; quantity cookery; the use and care of cooking utensils and equipment; kitchen safety and sanitation requirements; principles and practices of supervision; menu planning; food purchasing and storage. Ability to instruct and supervise others in all culinary activities; estimate amounts of foods necessary to meet menu requirements; plan culinary activities to meet scheduled meal times. **PHYSICAL/MEDICAL REQUIREMENTS:** Able to lift and carry up to thirty (30) pounds unassisted. Must possess tuberculosis (TB) clearance. **POLICY AND/OR REGULATORY REQUIREMENTS:** As a condition of employment, employee will be subject to all applicable RCUH policies and procedures and, as applicable, subject to University of Hawaii's and/or business entity's policies and procedures. Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.). **SECONDARY QUALIFICATIONS:** Experience working as a line cook or higher in a full service restaurant. Familiar with all aspects of cooking including short order, quantity food cooking, Continental cuisine and Asian/Pacific cookery. **INQUIRIES:** John Mizokawa 734-9470 (Oahu). **APPLICATION REQUIREMENTS:** Please go to www.rcuh.com, click on "Employment"; select “Apply”
and navigate to “See Job Announcements and/or Apply for a Job.” You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-8344. **CLOSING DATE: April 4, 2016.** Equal Opportunities Employer – Minorities/Women/Disability/Veteran.