Definition of Class
This is a professional position in which the incumbent conducts the food laboratory experience of students and serves as a mentor to students in culinary career tracks. The incumbent oversees all food-related activities of the Nutrition and Hospitality Management Department, to include the development, preparation and procurement of menus for dining services, and overseeing the work of students to ensure efficient and effective operation of the lab. Position reports directly to the department chair.

Examples of Work Performed
Schedules and implements student basic and quantity food laboratories for the NHM department.

Plans and develops menus for student food laboratory experiences and special events.

Oversees the procurement of food and supplies for student food laboratory experiences and special events for NHM.

Provides training and support to food laboratory assistants.

Maintains food laboratory equipment to ensure the efficient and effective lab operation and well as safety of students.

Assists in the generation of invoicing, costing, and revenue for NHM special food related events.

Serves as a mentor to students, by providing guidance on opportunities for culinary training, and scholarships and exposures.

Develops and maintains files on culinary institutes to facilitate career path guidance to students wishing to pursue a career in the culinary arts.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Directs all food-related operations for NHM.

2. Manages food laboratories.

3. Serves as a mentor to students in culinary career tracks.

4. Determines cost and prepares invoicing for events.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent will be frequently be required exert forces equivalent to lifting up to 25 pounds and/or occasionally exerting forces equivalent to lifting up to 50 pounds.

**Vision:** Requirements of this job include use of peripheral vision and depth perception.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms; and taste and smell. The incumbent is periodically required to sit, stoop, knell, crouch or bend.

Experience/Educational Requirements:

**Education:**

Associate Degree in Culinary Art, or related field.

**Experience:**
Five (5) years experience related to the above described duties

**Certification Requirement:**
Serve Safe Certification must be acquired prior to commencement of labs.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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