

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**TEACHERS**  
**3099 Culinary Arts Teacher**  
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**JOB TITLE:** CULINARY ARTS TEACHER

**REPORTS TO:** Building Principal or Administrative designee

**SUPERVISES:** Students and staff assigned to the school(s)/department(s)

### **NATURE AND SCOPE OF JOB:**

Assumes professional responsibility for providing learning experiences and supervision of assigned students in a supportive and positive classroom climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the New Jersey Student Learning Standards, following the approved curricula and directives of the school. In addition, Culinary Arts Teacher will strive to meet the highly effective criteria for the preparation of lesson plans, the use of data to drive instruction, the delivering of quality instruction, addressing the needs of diverse learners through differentiation, classroom environment, leadership, and professionalism. Achieving academic excellence requires that the Culinary Arts Teacher work collaboratively with other members of the school staff and with parents.

### **QUALIFICATIONS:**

The Culinary Arts Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with appropriate subject area endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.).
2. Minimum Associates Degree or Proper work experience.
3. Have excellent experience in teaching and working with adolescents.
4. Previous Culinary Arts experience.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate knowledge and understanding of curriculum development and program evaluation, organization of the content field, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.

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9. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment: Desktop, Laptop and Chromebook, etc., Knowledge of Learning Management Systems: Google Classroom and/or a similar Learning Management System, Knowledge of Video conferencing Applications: Google Meet, Zoom, etc.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Official College Transcripts.
5. Copies of recent evaluations and observations of teaching and/or supervisory performance.
6. Employment interview.

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### **EMPLOYMENT TERMS:**

The Culinary Arts Teacher shall be employed under the following terms:

1. Work year of ten months.
2. Salaries, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Culinary Arts Teacher shall:

1. Ensure and monitor that the highest standards of safety and sanitation are followed in the kitchen and the food preparation area throughout the day.
2. Teach students the preparation of meals daily.
3. Ensure that standardized recipes are followed.
4. Monitor student performance in the production of meals.
5. Teach clerical and housekeeping duties in the Culinary Arts.
6. Participate in the preparation of foods for special events as directed by Building Principal.
7. Responsible for receiving, storing, and rotating stock from deliveries.
8. Follow all Hazard Analysis & Critical Control Points (HACCP) and Bio-Security government guidelines while working in the culinary classroom/kitchen
9. Maintain all HACCP food production records.
10. Clean and sanitize all equipment, tables, preparation areas, refrigerators, and storerooms.
11. Adheres to personal hygiene techniques.
12. Oversee and assist with the cleaning of all pots and utensils.
13. Reports any problems or accidents occurring in the kitchen to the Building Principal or Administrative designee

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14. Creates and fosters a positive atmosphere; creates a good feeling about the Culinary Arts program.
15. Displays the highest ethical and professional behavior and standards when working with students, parents, school personnel and agencies associated with the school.
16. Be responsible for any other duties/assignments as assigned by the Building Principal or Administrative designee.
17. Teach nutritional values of all foods and ingredients.
18. Teach weights and measurements of ingredients as followed by reading and analyzing recipes.
19. Teaching the planning of an event and the choices of food which will be served.
20. Teach variations of recipes as it relates to diabetes and special diets.
21. Establish a clear understanding of all food groups and spices.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION

The Building Principal or Administrative designee shall evaluate the Culinary Arts Teacher (Secondary) in accordance with, this Job Description and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date