



**Lincoln Land
Community College**

Staff Vacancy Announcement

Human Resources 217-786-2752 www.llcc.edu/hr

Chef Specialist

Lincoln Land Community College is seeking a Culinary Educator to teach and support the credit culinary program courses; participate in student success, retention and recruitment activities; actively assist in the continual maintenance and organization of the learning labs, including ensuring accurate product ordering and use; and function as lead cook for special events and food demonstrations. This position reports to the Director, Culinary Program & Operations.

Essential job functions:

- Prepare for and teach courses as assigned
- Make ready materials, product and equipment needed for classes
- Update coursework as needed and contribute to course- and program-level assessments
- Assist in club advisory duties for student groups and participate in appropriate student groups.
- Assist in facilitating five year program review process.
- Assist in program advisory committee meetings as needed.
- Stay current in educational trends in higher education and in the culinary/hospitality area.
- Provide tours and educational demonstrations to potential students and group visits.
- Participate in LLCC Open Houses
- Conduct onsite visits to high schools and job fairs.
- Be available for student inquiries and needs; be knowledgeable of college programs and resources so as to refer current & future students as appropriate to other areas of the college.
- Monitor student retention and participate in strategies that contribute to student success and retention.
- Assist in product acquisition for all lab events, including updating and organizing weekly product needs lists, monitoring inventory, placing orders, checking in and putting away orders, and physically picking up product.
- Function as lead cook for special events and food demonstrations.
- Working LLCC culinary functions/special events in capacity as a lead chef or assistant role, including creating menus, planning prep lists, communicate product needs to Culinary Program and Operations Director, guiding student helpers and workers during events, and overseeing and assisting in cleanup.

Required Qualifications:

- Associate's degree in culinary arts/baking and pastry/hospitality management or equivalent
- 3 years industry experience
- Valid Illinois Driver's License
- Current Food Manger's License

As a staff member at LLCC, you can look forward to 22 paid holidays a year, including 2 weeks at the end of the calendar year and one week in March for mid-semester break; 12 Fridays off in the summer; and 2 personal days, 15 sick days and starting with 15 vacation days per year. LLCC staff, their spouse and qualified dependent children are eligible to use the tuition waiver on credited courses. LLCC is a positive, team-oriented environment supportive of staff development. Come join our team of dedicated professionals and be a part of something bigger!!

Employment is contingent upon the successful completion of a criminal background check and drug screen. Salary will be commensurate with education and experience but will be no less than \$49,409 per year with an excellent benefits package. The full position description, qualifications and application can be accessed at www.llcc.edu/hr. This position will be open until filled; however, for guaranteed consideration, applications must be submitted on or before November 1, 2021.

Lincoln Land Community College does not discriminate against any student, employee, prospective employee or any other person on the basis of their actual or perceived race, color, religion, sex, sexual orientation, gender, gender identity, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, or any other protected status in its programs and activities. More information may be found at www.llcc.edu/equal-opportunity. Inquiries may be directed to the Equal Opportunity Compliance Officer at EOCO@llcc.edu.

Lincoln Land Community College is a drug-free workplace.