



POSITION ANNOUNCEMENT

Culinary Instructor

CAMPUS: McRae Correctional Facility, McRae-Helena, GA

STATUS: Full Time/Exempt

DUTIES: Under general supervision, will provide instruction in entry-level skills to students in culinary courses at the McRae Correctional Facility. Demonstrates the use of appropriate teaching techniques. Demonstrates the use of appropriate testing and grading procedures including proper maintenance of grade books and any other appropriate record-keeping required. Demonstrates the effective use of oral and written communication skills. Demonstrates knowledge of current in-field procedures. Follows approved course syllabus. Completes all reports and records in a timely manner and maintains an accurate inventory of all assigned properties.

MINIMUM QUALIFICATIONS: High school diploma or GED, Current/active Chef Certification (for example: ServSafe Food Protection Manager Certification), 3 years paid full-time, in-field work experience. Preferred qualification: College diploma or higher in culinary arts or related discipline.

COMPETENCIES: Skill in the use of computers and job-related software. Skill in oral and written communication. Skill in interpersonal relations. Ability to adapt instructional material to fit all learning styles. Ability to maintain accurate records. Knowledge of effective instructional methods for adult learners.

SALARY/BENEFITS: \$45,000 Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

**Employment is contingent based upon successful completion of appropriate background checks.

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Opportunity Institution -

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator - Janet Smith, 478.274.7836

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643 or 478.553.2124