

Niiwin Akeaa Campus  
111 Beartown Road  
Baraga, MI 49908  
Phone: (906) 353-4630  
Fax: (906) 353-8107



Wabanung Campus  
770 N. Main St.  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8106

[www.kbocc.edu](http://www.kbocc.edu)

*"Catch Your Dream Through a Superior Education"*

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### **Job Description**

**POSITION:** Adjunct Instructor in Culinary Arts/Food & Nutrition

**LOCATION:** KBOCC Wabanung Campus  
770 N. Main St. L'Anse, MI 49946

**DAYS/TIME:** Monday-Friday 1:00 pm-3:00 pm during 22-23  
Academic year (follows the local high school calendar)

**SUPERVISOR:** Dean of Academic Affairs

**SALARY:** Dependent upon Qualifications

**SUMMARY:**

Part-time faculty position to teach Culinary Arts to high school students in the CTE program.

### **QUALIFICATIONS:**

- Bachelor's degree or above in a food science field preferred; candidate with Executive Chef Certification plus professional experience, or Associate degree in a food science field and professional certifications or outstanding professional experience may be considered.
- Teaching experience desired.
- Ability to contribute to course creation.
- Willingness to take paid faculty development training.
- Be able to lift 50 lbs., ability to bend and ability to stand for long periods of time.
- Ability to communicate effectively with college leaders as well as industry leaders to meet program goals and requirements.
- Possesses minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):
  - Crimes of violence
  - Sexual assault
  - Exploitation
  - Offenses committed against children
  - Crimes against persons
  - Molestation
  - Child abuse or neglect
  - Contact with or prostitution

**Responsibilities:**

- Teach basic food preparation; nutrition; professional cooking and meal service; safety/sanitation; hospitality.
- Evaluate student performance.
- Maintain required office hours.
- Develop proficiency in the Jenzabar eLearning LMS.
- Maintain accurate records of student attendance and achievement.
- Prepare a syllabus for each assigned course which meets KBOCC content requirements.
- Participate in departmental and college events including graduation and honors ceremonies.
- Complete annual faculty self-assessment
- Abide by KBOCC course policies as outlined in the Faculty Guidebook.

**Duties:**

- Employ excellent written and oral communication skills.
- Possess or quickly acquire knowledge of college policies and procedures.
- Collaborate effectively in teams.
- Use proficiently the MS Office suite, internet and other hardware and software as needed.
- Perform other duties as assigned

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.*

**PREEMPLOYMENT TESTS:**

Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing and physical exam.

**CLOSING DATE:**

Until Filled

**NATIVE AMERICAN PREFERENCE:**

Preference will be given to qualified applicants according to policy

**VETERAN PREFERENCE:**

Preference will be given to qualified veterans, (will need DD214)

**APPLICATION PROCEDURE:**

Submit an official KBOCC application, cover letter, resume, certifications, transcripts and three reference letters to:

Human Resources

Keweenaw Bay Ojibwa Community College

PO Box 519

Baraga, MI 49908

Or email [hr@kbocc.edu](mailto:hr@kbocc.edu)