TOBAGO HOSPITALITY AND TOURISM INSTITUTE

Job Title: Lecturer – Culinary Arts

Revised: July 23rd 2025 **Position Number**: 212

Department: Academic Services **Reports to**: Lead Lecturer

Approved by: Board of Directors **Date**: February 23rd 2024

1.0 JOB SUMMARY:

This individual is responsible for facilitating instruction, building relationships with industry stakeholders and other clientele, developing lesson plans, course materials and documentation, conducting practical sessions and organizing workshops and capsule programmes. The Lecturer is also responsible for designing online course shells in keeping with accreditation criteria and the academic guidelines of the Institution. He/ she is also expected to contribute to the overall operation of the Institute and support its mission and vision as a whole.

2.0 DUTIES & RESPONSIBILITIES:

2.1 Prepares lesson plans and instructional aides relevant to the respective courses, in accordance with the established format for such plans.

2.2 Prepares table of specifications and rubrics for all assessments at the beginning of each semester.

2.3 Updates online course shells, monthly logs and timesheets against given criteria.

2.4 Utilize technology and software effectively to enhance instruction, manage databases, and facilitate activities and demonstrations.

2.5 Works individually with students to provide initial and ongoing academic support and academic advisement.

2.6 Provide feedback on students' progress and achievements according to guidelines established by the Department.

2.7 Prepares, reviews, and revises course guides, syllabi, and curricula for the Institute's academic programmes.

2.8 Conducts assigned theoretical and practical sessions to support the academic activities of THTI.

2.9 Enforces Institute policies regarding safety and student code of conduct.

2.10 Establishes relationships with industry professionals and culinary organizations to facilitate internships, externships, and job placement opportunities for students

2.11 Reviews and revises academic programmes consistent with industry trends.

2.12 Assists in student development and support initiatives.

2.13 Responsible for the timely assessment of students, the invigilation of examinations and timely submission of grades.

2.14 Exhibits efficient management of the Institutes resources and facilities.

2.15 Requisitions materials, supplies and equipment where necessary in the performance of duties.

2.16 Participates in Institute related events to include, but not limited to career fairs, graduation and student orientation.

2.17 Participates in professional development and stays abreast of new developments in their profession.

2.18 Supervises and coordinates arrangements with interns regarding their learning outcomes.

2.19 Develops a personal development plan that is agreed with Dean - Academic Services.

2.20 Contributes to the growth of the Institute by serving on Committees and performing Duty Manager functions.

2.21 Any other job-related duties assigned by his/her immediate Supervisor/Manager or duly authorised officer

3.0 COMPETENCIES

3.1. CORE

- Integrity
- Collaborating with others
- Quality
- Student-Centred Focus

3.2 TECHNICAL

- Proficiency in designing resources for online learning platforms, integrated institutional systems and databases, video conferencing software
- Ability to encourage and engender an environment of continuous learning
- Teaching/facilitation skills
- Good understanding of quality and process management
- Ability to work and collaborate successfully with varied groups of stakeholders, programmes, organizations, agencies and the community in furtherance of the strategic intent of the organization
- Conflict resolution and management, negotiations at level of students, and other internal and external stakeholders
- Communication and active listening: makes links between the employee, different stakeholders, at different levels of authority and influence.
- Flexibility and ability to navigate any situation
- Commercial awareness: ability to understand how the business generates income
- Cultural awareness and sensitivity
- Student advocacy
- Emotional intelligence (EQ) and Empathy
- Customer service acumen and orientation
- Confidentiality

3.3 LEADERSHIP

- Strategic Leadership
- Managing Resources
- People Leadership
- Business Acumen

4.0 QUALIFICATIONS & EXPERIENCE:

4.1 Bachelor's Degree in Culinary Management from a recognized tertiary educational institution.

4.2 Five (5) years teaching experience.

4.3 Industry experience would be a definite asset
4.4 Excellent time management skills.
4.5 Strong analytical and problem solving skills.
4.6 Excellent presentation and communication skills.
4.7 Strong leadership skills.
4.8 Ability to establish and maintain effective working relationships with all internal and external stakeholders.
4.9 Must be proficient in Microsoft Office Suite
4.10 Must be proficient at designing online courses and utilizing learning technologies

5.0 KEY RELATIONSHIPS:

5.1.	Reports to:	Lead Lecturer
5.2.	Works with:	Dean – Academic Services, Faculty Coordinator, Chef Instructors, Stores Kitchens and Restaurant/Cafeteria staff, Faculty Colleagues, Students, Purchasing Officer, Student Services Department, Information and Resource Centre, Maintenance and other Administrative Staff
5.3.	Communicates with:	Key stakeholders relevant to the job position
5.4	Direct Reports:	None
5.5	Indirect Reports:	CEO

6.0 SUPERVISORY RESPONSIBILITIES:

None

7.0 ACCOUNTABILITIES/OUTPUTS:

OUTPUTS	HOW OFTEN
Updated course outlines	Semester
Updated lesson plans	Monthly
Updated online course logs and registers	Weekly
Updated requisitions	Semester
Updated book/resource list	Semester
Internship review with students	Semester
Internship site visits	Semester
Participation in academic events	As needed
Exam/Assessment submission (Table of Specifications)	Semester
Faculty Training	Quarterly
Professional memberships	As needed

8.0 CHANNEL & MODE OF COMMUNICATION:

8.1 In line of duty, a wide range of communication channels is utilized which include:

- Telephonic and face-to-face conversations
- Video and audio conferencing
- Pre-recorded instructional videos
- Utilisations of emails
- Formal written documents- written letters and memos
- Chats and messaging
- Facilitation skills

8.2 MODES OF COMMUNICATION

- Interpretive Communication
- Interpersonal Communication
- Presentational Communication
- Gestural Communication
- Aural Communication
- Visual Communication
- Spatial Communication

9.0 PHYSICAL AND MENTAL STRAIN:

9.1 MENTAL DEMANDS

- Requires some degree of concentration utilising multiple modes of technology for extended periods of time
- Requires some degree of collaboration with various units to execute duties
- Requires a rapid response rate to emails or phone calls to address urgent demands expressed by various stakeholders
- Occasional disruption by calls for meetings or the need for intervention on pertinent issues
- Occasionally provides emotional support to students

9.2 PHYSICAL DEMANDS

- Regularly works for an extended period of time in a standing position

- Regularly exposed to rays from computer monitors that may lead to eye strain
- Possibly functions in environments that may pose physical threat

10.0 WORK ENVIRONMENT:

10.1 This job may expose personnel to possible environmental or hazardous threats, based on the area of specialization.

11.0 ACCEPTANCE STATEMENT:

The Management of the Tobago Hospitality and Tourism Institute, reserves the right to amend this Position Description anytime as required.

I have read and fully understood the position description as stated and accept that any of the tasks may be modified or changed. I accept that I am to be governed by the duties of this job description and take responsibility for performing the functions as listed above, in accordance with performance measures relevant to this job description and the organization's Strategic Plan.

This Position Description in no way states or implies that these are the only duties to be performed and I may be required to perform any other job-related duties assigned by the Lead Lecturer or duly authorized officer.

My signature below indicates my acceptance of the same and my commitment to the performance of my duties at the Tobago Hospitality and Tourism Institute.

_____	_____	_____
Employee's Name (Please print)	**Employee's Signature**	**Date**