
JOB TITLE:	Student Worker Culinary	FLSA: Non-Exempt
DEPARTMENT:	Culinary Arts	STATUS: Part-Time
LOCATION:	ECTC, Main Campus - Union	LEVEL: Student Worker
REPORTS TO:	Program Coordinator, Program Assistant	DATE: 11/07/2018

SUMMARY: The student worker will complete daily tasks identified by the Culinary Team. These tasks will be in line with the needs of the kitchen and daily operations of the Culinary Program.

ESSENTIAL TASKS: *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

Percentage of Time Frequency Description:

1. Assist with daily cleaning of the kitchen for one hour per day.
2. Complete any missing place required for daily lessons or events.
3. Perform daily check of all refrigeration.
4. Wash, dry, and fold all linens daily.
5. Refill all cleaning solutions at each station as needed.
6. Assist with scheduled events beyond class expectations.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must have a 2.5 or better cumulative GPA.
2. Must be in good standing with the College at the time of selection and throughout the duration of employment with ECC.
3. Must be able to follow directions.
4. Must be able to work 8-18 hrs a week.
5. Must have reliable transportation.

QUALIFICATION REQUIREMENTS: *Must be a student enrolled in at least 6 hours per semester; Must have a completed FAFSA form for the current academic year.*

COMMUNICATION SKILLS: Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Ability to accurately apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

KNOWLEDGE, SKILLS AND ABILITIES:

- **College:** Ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices;

- **Departmental:** Knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; ability to read and interpret departmental documents.

EQUIPMENT AND SOFTWARE: Worker will be trained to use washing machine, dishwasher, cryo-vac. Any tasks requiring software and equipment outside of these will require further training, training that will be given before task is expected to be completed.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and outdoors. The employee must be able to meet regularly scheduled work times.

Uniform: Students are asked to dress in appropriate clothing that may get dirty during cleaning, and must wear non-slip shoes. No inappropriate shirts, ripped pants, or open toed shoes will be permitted.

ADDITIONAL REQUIREMENTS: None

POSITIONS SUPERVISED: None

DISCLAIMER: *student worker and supervisor will agree upon a work schedule that does not conflict with the student's class schedule. If there are times the student is working when they would normally have class, there should be documentation on file to explain (perhaps class was cancelled). Students NEVER work in an unsupervised environment. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*