

**JOB TITLE:** Instructional Program Assistant, Culinary Arts

**DEPARTMENT:** Academic Affairs

**LOCATION:** Union Campus

**REPORTS TO:** Dean, Career & Technical Education

**FLSA:** Non-Exempt

**LEVEL:** 105

**DATE:** 10/18/19; 2/26/18; 07/13/09

**POSITION SUMMARY:** Provide a variety of instructional assistance to students in a classroom or laboratory environment; provide instructional assistance in the use of equipment, computers and software applications; perform clerical duties to support the instructional program.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Associate's degree. Completion of ServSafe certification and two years related experience.

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

- Provide information regarding course offerings, schedules and procedures to students and prospective students by telephone and in person.
- Provide direction to students and assist the instructor in the preparation and production of all hot and cold foods, baked goods and pastries; set up materials needed in the class; prepare lab demonstrations.
- Tutor and/or assist students individually or in small groups, reinforcing or following up on instructions provided by the instructor.
- Maintain and perform minor repairs and adjustments to equipment; maintain equipment and work area in a safe, clean and organized condition; order, stock and organize supplies, instruments and equipment used in the classroom and lab settings.
- Perform a variety of clerical support duties such as typing, filing, maintaining attendance, student information and progress data on appropriate forms and records and duplicating instructional materials.
- Assist Culinary Arts faculty with compilation of grocery items for class production and catering events.
- Assist with inventory of equipment, supplies and instructional materials for the program.
- Order food and supplies for all culinary courses and events.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of general kitchen procedures and appliances; different types of cooking methods; difference between casual and formal dining. Ability to demonstrate, use and maintain equipment/tools in a safe and correct manner. Ability to use general kitchen appliances; use and arrange dining room furniture/equipment set ups. Ability to demonstrate, use and maintain equipment/tools in a safe and correct manner. Knowledge of related to safe food handling and preparation techniques. Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Knowledge of general office procedures. Excellent oral and written communication skills. Ability to give presentations/demonstrations in front of students

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

**DECISION-MAKING and ANALYTICAL SKILLS:** Requires frequent decision making affecting co-workers or students; may be responsible for providing information to those who depend on a service or product. Adhere to college and department policies, procedures, and practices. Perform clerical or manual duties involving intensive understanding of a restricted field, unit or division. Perform job duties in a safe and efficient manner.

**EQUIPMENT/SOFTWARE:** Use office machines such as copiers or calculators. Handle or use hand-held power kitchen appliances such as mixers, blenders. Use knives and other sharp utensils.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

**Environment:** While performing the duties of this job, the employee is regularly exposed to fumes or gases; risk of chemical hazards, explosive hazards, burn hazards and electrical shock. The noise level in the work environment is usually moderate.

**Physical:** While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; taste, smell; and talk or hear. The employee is occasionally required to sit. This employee is regularly required to lift up to 10 pounds; and occasionally up to 50 pounds.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

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