

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**TITLE: INSTRUCTIONAL LAB TECHNICIAN-CULINARY ARTS**

**RANGE: 24**

### **DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

### **SUMMARY DESCRIPTION**

Under the direction of the Dean, School of Applied Technology, Hospitality Management and Workforce Development or designated administrator, maintain and care for the facilities, tools and equipment of culinary instructional laboratories; support and assist instructional staff with laboratory experiences; prepare and maintain a variety of requisitions, records, and files; order, receive, store, and organize ingredients and other instructional materials; oversee the safety and sanitation of laboratory spaces, equipment, and instructional materials.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate day-to-day kitchen operations to support culinary arts classes. Create ingredient and instructional material requisitions; order food items and instructional materials for scheduled delivery and pick-up that assures proper quality and quantity. **E**
2. Receive, inspect, store, and organize ingredients for laboratory activities. Label and store food items to comply with HACCP and DHS standards. **E**
3. Maintain culinary arts laboratories in a clean, safe, sanitary, operating, and orderly condition. **E**
4. Prepare, set up, disassemble, and maintain culinary arts equipment and instructional materials for student activities as directed by faculty. **E**
5. Maintain an inventory of tools, equipment, and consumable/non-consumable supplies and materials. Inspect tools and equipment for defects and damage. **E**
6. Assist students in the technical aspects of culinary arts lab procedures. Operate a variety of culinary tools and equipment; provide assistance to students in the safe handling and operation of tools and equipment. **E**
7. Ensure students and instructors are working in lab areas in a safe manner at all times; encourage the use of safety practices; administer first aid, as necessary. **E**
8. Maintain hazardous materials storage and handling, as assigned. **E**
9. Perform daily maintenance and minor repairs of tools and equipment; arrange for major repairs of culinary arts equipment according to established guidelines. **E**

10. Check security of the culinary arts laboratory area; report discrepancies as necessary; assist in ensuring security precautions and rules are observed. **E**
11. Perform culinary arts closing duties; secure storage areas and ensure that all appliances have been shut down. **E**
12. Assist with budgets for culinary arts programs and food production budgets. Plan and control inventory to stay within budgets. **E**
13. Train and coordinate student workers as assigned. **E**
14. Perform related duties and responsibilities as required.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Principles, practices, procedures of equipment, tools, and materials used in a culinary arts instructional laboratory environment.
- Culinary arts laboratory operations and procedures.
- Principles and practices used in ordering, receiving, storing, and organizing food items.
- Inventory control principles and practices.
- Occupational hazards and safety regulations, precautions, and procedures.
- Principles and practices of record keeping.
- Interpersonal skills of working cooperatively and productively with others, including active listening, clear communication, patience, and courtesy.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Basic principles and practices of budget administration.

### **Ability to:**

- Use, operate, and ensure the proper operation, care, and security of culinary arts laboratory equipment, materials, and tools.
- Prepare and set up laboratory equipment, materials, and other teaching aids in an organized and timely manner.
- Perform inventory control and maintain accurate inventory reports.
- Order, receive, store, organize consumable material and supplies.
- Oversee and maintain the safe operation of culinary arts laboratories and related support areas.
- Adapt to changing technologies and learn functionality of new instruments, equipment, and systems.
- Work independently with little direction.
- Plan and organize work; meet schedules and timelines.
- Maintain records and prepare reports.
- Administer first aid.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

### **EDUCATION AND EXPERIENCE**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Any combination equivalent to: two (2) years of technical training **AND** experience within a culinary arts setting with demonstrated experience utilizing tools and equipment used in the culinary arts instructional program.

### **LICENSE AND OTHER REQUIREMENTS**

Valid California driver's license and a safe driving record.

Valid first aid certificate issued by an authorized agency.

Valid food manager certification (ServSafe or equivalent)

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a culinary arts instructional lab environment with frequent contact with students and staff; exposure to hot and cold temperatures, hot surfaces, sharp objects, and potentially hazardous materials

**Physical:** Primary functions require sufficient physical ability and mobility to work in a culinary arts instructional lab setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate and repair various tools and equipment requiring dexterity of hands and fingers; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.