



## JOB DESCRIPTION

**Position Code:** 718  
**Classified Group:** CSEA  
**Salary Range:** 14  
**Work Calendar:** 18 B  
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**POSITION TITLE:** Culinary Arts Program Assistant

**DEFINITION:** Under general supervision, assists in providing instruction and technical demonstrations to students within the Culinary Arts program; prepares instructional materials, equipment, and supplies used during classroom assignments; assists assigned instructor with the operations of Culinary Arts program.

**DIRECTLY RESPONSIBLE TO:** Site Administrator

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Assists with demonstrations of culinary and pastry production techniques, artistic buffet presentations, and preparation of a variety of salads, sauces, baked items, and hot and cold entrees related to culinary program.
2. Demonstrates the proper and safe operation of a variety of culinary program equipment, tools, and items and reinforces these techniques in accordance with established program policies.
3. Sets up and prepares materials and equipment used (i.e. ingredients, culinary equipment and tools, etc.) for activities per program syllabus.
4. Issues and records supplies and equipment provided to students required for assignments and ensures the return of all checked out items.
5. Ensures leftover foods are properly labeled, dated, stored, and utilized in accordance with applicable regulations, codes and district policies.
6. Maintains or assists in the maintenance of all areas of culinary arts operations in an organized, clean, and sanitary manner, including laboratory areas and equipment.
7. Participates in the inventory, receipt, inspection, and storage of supplies, foods, and equipment and generates periodic reports to track inventory related to the culinary program.
8. Maintains and records culinary arts equipment temperatures per specifications and monitors operating condition of equipment.
9. May place orders with vendors by telephone, fax, or online for culinary program.
10. Assists with planning menus for culinary program and may make substitution recommendations based upon available inventories and estimated number of persons to serve.
11. Prepares, serves, and sells food and beverages during program restaurant operating hours.
12. May assist at program functions catered by the district.
13. May direct and assign the work of student assistants.
14. May assist in maintaining culinary program expenditure reports and provide data for budget estimates.
15. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Experience in a food service operation; possession of a degree or certification from a culinary arts program or school is highly desirable.

### Licenses and Certificates:

- Must possess or be able to obtain a valid ServeSafe certification within 7 days of employment, or the equivalent.

### Knowledge, Skills, and Abilities:

- Knowledge of general food preparation methods
- Knowledge of food safety and sanitation regulations, procedures, and practices applicable to food production, cooking, serving, and storage
- Knowledge of ingredients, methods, utensils and equipment used in the preparation of foods and the culinary arts
- Knowledge of cake decorating techniques, both frosting and fondant, and associated tools
- Knowledge of basic methods and practices of student instruction and tutoring
- Knowledge and skill in the use of computers and assorted software programs
- Knowledge of basic math and simple recordkeeping
- Knowledge of good customer service practices
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, students, and members of the community
- Ability to coordinate the work of and provide assistance to students
- Ability to understand and follow verbal and written instruction
- Ability to read, understand, and adapt recipes
- Ability to maintain consistent, punctual and regular attendance

## **WORKING CONDITIONS:**

### Work Environment:

- Culinary Arts classroom and laboratory environment
- Moderate to loud noise
- Continuous contact with students and staff

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Hazards:

- Skin contact with water, detergents, abrasives, cleaning solvents or solutions, and disinfectants
- Exposure to hot or cold objects
- Exposure to hot or cold environments
- Exposure to sharp objects
- Potential exposure to and contact with blood and other bodily fluids

Other Characteristics:

- Ability to work additional hours and weekends on occasion

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 10/8/2019