

CULINARY ARTS LABORATORY ASSISTANT

DEFINITION

To assist in the operations of the Culinary Arts Laboratory; and to supervise the dining room arrangements for student training and faculty use.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

Receives technical or functional supervision from a Culinary Arts instructor.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Unlock and open laboratory doors, refrigerators and cupboards; close and lock laboratory after service.

Prepare espresso room for morning service; bring out cream, milk, coffee, and ice.

Maintain cash for cash register; deposit money; send deposit slips to District Office.

Coordinate catering services; send out billing statements to faculty for food services.

Receive supplies from vendors and supervise their storage.

Oversee and supervise students performing a variety of tasks/functions within the Culinary Arts Laboratory.

Type menus, hand-out sheets, and various correspondence; answer phones and take messages.

Distribute towels and aprons.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Sanitation practices applicable to food preparation, storage and serving.

Correct English usage, grammar, spelling, and punctuation.

Effective record keeping and filing methods.

Culinary arts methods, procedures, and practices.

Skill to:

Collect and account for cash.

Maintain cleanliness and neat appearance of serving and dining areas.

Operate a variety of office and kitchen equipment.

(Over)

Skill to: (Continued)

Direct and assist students in the proper procedures and techniques of the dining room and kitchen operations.

Understand and carry out both oral and written instructions.

Communicate effectively in both oral and written form.

Perform routine mathematical calculations accurately,

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience in either preparing and/or serving food, as well as some general clerical experience, including experience in ordering and distributing supplies.

Training:

Equivalent to the completion of the twelfth grade including or supplemented by training in food preparation/serving.