CLASS SPECIFICATION
Culinary Arts Laboratory Instructional Assistant

FLSA Status:   Nonexempt
EEOC Job Category:   Paraprofessionals
Union Representation:   Represented

GENERAL PURPOSE
Under general supervision, provides lab and instructional assistance to students and faculty within subject matter areas Culinary Arts; provides assistance and support on instruction and learning and related technologies, equipment and appliances; performs assigned activities to ensure kitchen labs are kept in an orderly, safe and well-maintained manner; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Culinary Arts Laboratory Instructional Assistant provides a variety of instructional and lab operational support duties, including tutoring, test proctoring, developing instructional materials and maintaining records and reports. Incumbents also participate in ensuring that kitchen labs are well-maintained and that operational rules and policies are appropriately followed. Work assigned requires knowledge and hands on skills of Culinary Arts, and the ability to provide tutoring and instructional support to others in an effective manner to carry out administrative support duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Works with and tutors individual and small groups of students within the subject areas of Culinary Arts; provides clear, concise and interesting explanations and demonstrations to facilitate student understanding and reinforce instructors’ teaching; utilizes appropriate instructional methods and materials to facilitate the student’s learning process; provides technical support to students and instructors on computer hardware, standard business or other software, equipment and appliance uses in labs, as well as banquet events, student restaurant as required, to bolster student learning.

2. Participates in ensuring the safety, cleanliness and upkeep of the kitchen lab environment; enforces kitchen lab operational policies, procedures and rules.

3. Responds to routine inquiries and requests from students and instructors; provides information, guidance and support to students on subject matters within scope of authority and knowledge.

4. Operates a computer and performs data entry to access, process, retrieve and maintain records for a variety of department or program functions; updates and maintains computer records and databases; generates notices, forms, reports and other documents; develops and maintains standard spreadsheets for a variety of purposes.
5. Assists in development, preparation, maintenance and presentation of instructional, educational and reference materials in various formats and media; assists faculty with developing new instructional support materials, including handouts, manuals, websites and other learning guides and tools.

6. Performs a variety of administrative and clerical duties, as assigned; develops and maintains a variety of program/department records, and other documents; drafts clear, concise and accurate written materials, including course marketing flyers; answers telephones; performs data entry related to the duties described above.

7. Processes other general requisitions and ensures receipt of orders; orders and keeps an inventory of food, utensils and cooling appliances; maintains related files. Orders and picks up food supplies for instruction.

8. Prepares, updates and maintains a variety of files and records; prepares manual and computer logs of various documents and requests; retrieves, duplicates and distributes copies of reports, forms, records and documents as requested.

OTHER DUTIES
1. Attends a variety of meetings, training sessions, seminars and workshops as required.

2. Assists faculty in and students in preparing for and presenting at banquet events.

QUALIFICATIONS

Knowledge of:
1. Kitchen lab operations; food materials and ingredients; basic kitchen equipment, utensil and appliance operations.

2. Sanitation practices applicable to food preparation, cooking, serving, and storage.

3. Proper and orderly storage, optimum space utilization and stock inventory procedures.

4. Culinary arts methods, procedures, and practices.

5. Basic methods and practices of student instruction and tutoring.

6. District and departmental policies, procedures and information related to areas of assigned responsibility.

7. Uses and operations of computer hardware, printers, standard business software and specialized software applicable to Culinary Arts.

8. Office administration practices and procedures.

9. Filing and record keeping practices and procedures.

10. Principles and practices of sound business communication; Correct English usage, including spelling, grammar and punctuation.

11. Administrative practices and procedures, including purchasing and inventory, budget balance monitoring, and record keeping.
Ability to:

1. Provide effective tutoring, instruction and guidance to students in subject matter area of Culinary Arts; accurately and clearly answer students’ subject matter questions.

2. Organize, set priorities in a dynamic environment and exercise sound independent judgment within areas of responsibility.

3. Provide day-to-day technical support for Culinary Arts equipment and appliances.

4. Walk students through uses and operations of specialized hardware, software, equipment, and appliances.

5. Operate a computer using word processing, spreadsheet and other standard business software.

6. Organize and maintain a variety of records and files.

7. Take inventory and maintain accurate control systems.

8. Communicate clearly and effectively, both orally and in writing.

9. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.

10. Establish and maintain effective working relationships with instructors, faculty, staff, vendors, students, the public and others encountered in the course of work

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate’s degree with major coursework in subject matter applicable to assignment; and at least one year of experience working with college-age students in an organized, educational environment; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Serv Safe Food Protection Manager Certification within 90 days of hire.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.
**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work with constant interruptions and interact with District management, faculty, staff, students and others encountered in the course of work. The employee may occasionally be required to interact with disruptive or abusive students.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a learning center/lab or classroom-type setting, and the noise level can be moderately loud.

Revised: June 3, 2013