Long Beach Community College District

Job Title: INSTRUCTIONAL AIDE, FOODS LABORATORY

SUMMARY
Under the direction of a Department Head, provide instructional, clerical and laboratory assistance in an instructional foods laboratory. Basic duties would include the cleaning, sanitizing and maintenance of all laboratory equipment large and small. Assist instructor in record keeping and maintenance of all food service equipment. Assist instructor clerically in the preparation of materials, supplies and inventory of food pantry items.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Maintain overall lab in a safe, clean and orderly condition.

Prepare food laboratory (food, equipment, carts, trays) for instruction.

Clean and sanitize foods laboratory (countertops, equipment, tables, chairs, and demonstration table) prior to all food preparation labs.

Clean and sanitize foods lab following other class meetings.

Organize cooking and food preparation equipment in the pantry.

Inventory large equipment (ranges, freezers, institutional refrigerators, microwave, dishwashers, washers and dryers).

Inventory food supply in pantry, refrigerator and freezer.

Notify facilities of any issues related to the foods laboratory facility.

Restock each kitchen supply cart following all food preparation labs.

Operate a variety of food service equipment.

Demonstrate and assist students in the proper operation of food service equipment such as microwaves, mixers, ranges, and convection ovens.

Assist students with instructional materials and supplies.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Basic instructional techniques and procedures.
General office practices, procedures and equipment.
Knowledge of specific food preparation equipment large and small.
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Operation knowledge of large food service equipment.
Serv-Safe Sanitation principles related to storage of food, preparation of food and serving of food.
Food preparation and selection techniques.
Proper methods of storing food equipment, materials and food supplies.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Provide instructional reinforcement to individuals and groups of students.
Provide information and assistance to students and staff.
Operate and demonstrate food service equipment.
Assure the care and security of food laboratory equipment, and related supplies.
Perform clerical duties such as filing, duplicating and maintaining records.
Plan and organize work.
Understand and follow oral and written directions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Work cooperatively with instructors, other staff and students.
Meet schedules and time lines.
Ability to lift and move items up to 25 pounds.

EDUCATION AND EXPERIENCE
Any combination equivalent to: graduation from high school and some related instructional assistance experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here 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 functions.
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, stand, and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

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

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: December 2, 2002
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