

INSTRUCTIONAL ASSISTANT, CULINARY ARTS

DEFINITION

Assembles materials, supplies and equipment used in demonstrations and classroom assignments; operates and services equipment used in culinary arts and food production; assists students and faculty with instructional activities; and orders, issues, receives, and stores classroom materials and supplies.

TYPICAL DUTIES

- Schedules and oversees the use of one or more instructional culinary arts laboratories by students, faculty, and staff.
- Instructs students individually on the proper and safe use and operation of a variety of equipment and tools and orients students to established policies within the instructional laboratory.
- Assembles supplies and sets up apparatus used in class demonstrations such as food ingredients for each recipe, knives, mixers, electric chafing dishes, etc.
- Assists in demonstrations of food production techniques, artistic buffet presentations, salad preparation, sauces, baking, and hot and cold entrees.
- Issues supplies, materials, and equipment to students such as lab coats, food ingredients in quantities required for classroom assignments, knives, measuring equipment, etc.
- Keeps records and effects the return of supplies and equipment checked out to students.
- Operates, adjusts and makes minor repairs on equipment such as mixers, slicers, ovens, microwaves, toasters, etc.
- Maintains inventory records of food supplies, material and equipment and prepares periodic inventory reports and requisitions.
- Provides assistance to students and instructors in the preparation of food for catering events.
- Inspects and stores supplies.
- Keeps storerooms and work areas orderly and clean.
- Maintains laboratory attendance and progress records.
- May demonstrate culinary arts skills and food production techniques.
- May provide training and work direction to student employees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Culinary Arts**, applies knowledge of culinary arts, food preparation and production to a broad range of duties related to the day-to-day operations of a culinary arts or food management production department which include: preparation of supplies, material and equipment; maintenance of facilities and equipment; restaurant management of food production; demonstration of culinary arts skills, storekeeping functions; and proper and safe use of equipment and materials.

A **Cook** plans, prepares, and cooks a variety of soups, meat dishes, entrees, and vegetables.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Supplies and equipment used in culinary arts
- Commercial food production design and presentation techniques
- Safety and sanitation rules, practices and safeguards applicable to food handling, presentation, production and storage
- Culinary arts skills such as primary cut butchery, salad construction, restaurant pastries, etc.
- Basic nutrition for planning of nutritionally balanced menus
- Food preparation techniques that retain the nutritional values in food
- Capabilities of computer systems, software, and hardware common to instructional laboratories
- Principles of recordkeeping

Ability to:

- Provide instructional assistance to students and instructional staff
- Demonstrate culinary arts skills and use of equipment
- Effectively and safely operate, adjust, and make minor repairs to equipment in a culinary arts and food production department
- Effectively utilize computer hardware and software
- Give clear and concise instructions
- Keep detailed and precise records
- Secure and store supplies
- Work effectively and cooperatively with students and instructional staff
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent, from a recognized college or university with a major in culinary arts, food production, or a closely related field.

OR

Graduation from high school or its equivalent **AND** two years of full-time paid restaurant experience which routinely and customarily consisted of an ongoing responsibility for the presentation of a variety of foods such as appetizers, soups, salads, sauces, entrees, pastries, and baked goods. College-level courses in culinary arts and food production are desirable.

Certification as a Certified Working Chef by the American Culinary Federation or its equivalent is desirable.