

South Texas College

Job Description 2024-5037

Title: Lab Assistant – Culinary Arts (Part-time Temporary)

Dept: Culinary Arts

Reports to: Department Chair – Culinary Arts

Pay Grade: Part-time

Salary Range: \$15.00/Hour

Campus: Mid-Valley

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Lab Assistant - Culinary Arts supports the operation and monitoring of lab processes, equipment and activities in the Culinary Arts program labs.

Specific Duties and Responsibilities

Essential Functions:

1. Performs routine and assigned activities in the Culinary Arts program labs.
2. Assists instructors with class lab activities.
3. Prepares set up of labs ensuring all labs are clean and orderly, and tools or equipment are working properly and returned to their original location.
4. Prepares labs for chef demonstration and student products.
5. Assists students in the operation and use of various tools and equipment.
6. Maintains cleanliness of labs.
7. Assists with clean-up periods.
8. Assists with preparation and organization of career fairs and community events for the Culinary Arts program.
9. Maintains knowledge of and practices preventive safety measures to ensure a safe learning environment.
10. Travels throughout the college district, as needed.
11. Performs other duties as assigned.

Required Education and Experience

1. To qualify, one of the following must be met:
 - Certificate degree required, Associate degree preferred
 - A minimum of 30 earned college hours required.
2. At least two (2) years of work experience in a related field, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written and interpersonal communication skills.

2. Familiarity of general operations of the culinary kitchen and culinary terminology.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to work independently as well as a team player within department and with others.
5. Ability to work evenings and/or weekends as needed.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read and interpret documents such as recipes, safety rules, operating and maintenance instructions, and procedure manuals.
8. Ability to speak effectively before groups of students, customers or employees of organization.
9. Ability to apply practical understanding to carry out instructions, furnished in written, oral, or diagram form.
10. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
3. Applying pressure to an object with the fingers and palm.
4. Picking, holding, or otherwise working, primarily with the whole hand.
5. Perceiving the nature of sounds at normal speaking levels with or without correction.
6. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
7. Bending legs at knee to come to a rest on knee or knees.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes
10. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
11. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
12. Extending hand(s) and arm(s) in any direction.
13. Substantial movements (motions) of the wrist, hands, and/or fingers.
14. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
15. Standing particularly for sustained periods of time.
16. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back

- muscles.
17. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 18. Shouting in order to be heard above ambient noise level
 19. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
 20. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
 21. Visual acuity to operate motor vehicles and/or heavy equipment.
 22. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 23. Mobility to accomplish tasks, particularly for long distances.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

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