

LABORATORY TECHNICIAN - BAKING & CULINARY ARTS

BASIC FUNCTION

Assists in quantity production, portion control, and presentation of the daily production of all breads and desserts for the dining room, catering, special orders, fundraising efforts, and other special events; assists instructors with baking and pastry and culinary arts competitions; assists instructors in dining room management, food preparation, food production and plating.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing technical duties in support of the District's Hospitality and Culinary Arts Program. Employees at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Provides logistic support to students working in the baking and pastry and culinary laboratory by setting up equipment and supplies and making certain that all baking and pastry arts equipment functions properly.
2. Assists instructors with their demonstration and instruction on commercial culinary/baking skills; reviews whether artistic and cost considerations in culinary arts production have been observed; ensures that students have followed proper procedures when using baking equipment; and that students properly use and clean bakery and kitchen equipment while in the laboratory.
3. Ensures that proper health and safety safeguards are observed in food production in the commercial kitchen and bakery and that students properly manage, handle, and maintain inventory consistent with sanitation, supply, and stock requirements.
4. Conducts inventory of culinary arts supplies on a regular basis and informs instructors on the supplies and inventory that should be ordered.
5. Processes all necessary paperwork for instructors, students, and administrators relating to the laboratory in a timely manner.
6. Operates Point of Sale (POS) System in compliance with the District's policies and procedures regarding handling money and sales.
7. Participates in District-provided in-service training programs.
8. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Commercial kitchen operations and practices within a laboratory environment.
2. Principles of food preparation and pastry baking.

3. Cooking in quantity and portion control techniques.
4. A diverse range of food ingredients.
5. Proper use and care of kitchen food preparation and equipment, utensils, and appliances.
6. Sanitation and safety requirements in food preparation and proper cooking methods.
7. Methods and techniques of troubleshooting equipment malfunctions and resolving or making calls for service.
8. Methods and techniques of inventory control.
9. Dining room management operations.
10. POS operation and procedures regarding handling money and sales.
11. Recordkeeping principles and practices.

Ability to:

1. Provide assistance to students and instructional faculty in lab operations.
2. Demonstrate culinary arts skills and use of equipment.
3. Operate mechanical equipment used in the kitchen, bakery, dining room, and classroom.
4. Keep accurate records and inventory.
5. Maintain the lab and equipment in a safe and organized manner.
6. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
7. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
8. Communicate effectively in the course of performing work tasks.
9. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
10. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
11. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and two (2) years of progressively responsible culinary food preparation and/or catering experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

1. A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.
2. Possession of National Restaurant Association Educational Foundation's ServSafe® Food Protection Manager Certification prior to the start of employment and maintain certification throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory/kitchen setting; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Employees must possess the ability to stand or sit for prolonged periods of time, and to stoop, bend, kneel, crouch, reach, and twist. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard kitchen and laboratory equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work primarily in a laboratory/kitchen setting and are exposed to loud noise levels, cold and hot temperatures, smoke, fumes, mechanical and/or electrical hazards, grease, oils, and extensive handling of food. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.