

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

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Job Code: J1111

Original Date: 06/2017

Last Revision: 06/2017

Staff Type: Classified

FLSA status: Non-exempt

Salary Range: 23

**Title:** Instructional Lab Technician / Culinary & Hospitality

**Unit:** Office Technical

### DEFINITION

Under the direction of an instructor or assigned supervisor or manager, assist in the instructional program by performing complex technical work in an instructional laboratory environment in the subject of Culinary Arts, Hospitality, and Fermentation. The position will have a hands-on role with student learning outcomes.

### DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee a complex instructional laboratory for an academic or vocational area and must possess extensive technical or academic training and experience in the field of specialty. Under the direction of an administrator or specified faculty member, incumbents work independently and provide work direction and training to Instructional Assistants and/or student assistants.

### EXAMPLE OF DUTIES

1. Oversee the operation and maintenance of culinary and fermentation laboratory classrooms, the main and auxiliary preparation rooms, and the organic garden; train and provide work direction to instructional assistants and student assistants; maintain laboratory and/or storeroom in a safe, clean, and orderly condition.
2. Order, receive, inventory, and store food and beverages; cleaning chemicals; china, glass, and silver; AV equipment; restaurant supplies; and front of the house wares; maintain inventories, ensuring that adequate quantities are available for timely instructional use; mark equipment with approved identification.
3. Prepare instructional materials and equipment for instructor demonstration and student laboratories, as requested, according to approved procedures.
4. Prepare food and beverage prep, classroom supplies, and lab inventories for student use; issue lockers to students; maintain records of materials and equipment loaned to students.
5. Assist instructors, staff, and students in the use of a variety of equipment, materials, and supplies found in culinary and fermentation laboratories.
6. Test, adjust, and maintain equipment in the laboratory.
7. Provide technical assistance in the preparation of specifications for equipment and food and beverage purchases; recommend selection of equipment as requested; may interview vendors to assess new equipment and supplies.
8. Monitor and work closely with facilities and outside vendors to maintain the integrity of all Culinary and Hospitality spaces.
9. Assist in the preparation of the laboratory budget and monitor budget expenditures.
10. Assist in the front of the house operations during meal periods and special events.
11. Assist in fermentation lab events and weekly sales.

12. Assist in the planning, scheduling, and production of special events, working with other departments, clubs, and community organizations.
13. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Back of the house kitchen operations.
- Brewery/distillery/urban winery operations.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Event and catering operations.
- Cost controls and purchasing.
- Food and beverage ordering.
- Oral and written communication skills.
- Principles and practices of work direction and training.
- Principles, practices, procedures, and equipment for the Culinary and Hospitality Program.
- Record-keeping techniques.
- Safety regulations involved in handling equipment and apparatus used in a culinary and fermentation laboratory.
- Technical aspects of the field of specialty.

#### Skills and Abilities:

- Assemble, maintain, and perform minor repairs on laboratory equipment.
- Assist students in understanding and applying basic principles of the Culinary and Hospitality Program.
- Communicate effectively both orally and in writing.
- Demonstrate brewing, distilling, and viniculture skills
- Ensure the care and security of assigned equipment, materials, and supplies.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Issue and receive equipment and supplies.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Plan and organize work.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

#### Training and Experience:

- Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to Culinary and Hospitality programs and at least two years of successful work experience in the field. Experience in an instructional setting is desirable.

### **WORKING CONDITIONS**

#### Physical Requirements:

- Category II

#### Environment:

- Favorable, involves instructional laboratory settings and office environments.