

DATE: FEBRUARY 2024
FLSA: NON-EXEMPT
SALARY: GRADE G
CBA: CLASSIFIED BARGAINING UNIT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CULINARY LABORATORY ASSISTANT

BASIC FUNCTION: Under the supervision of the area dean or appropriate administrator, assists in quantity production, portion control, and presentation, including but not limited to, daily production of all breads and desserts for the dining room, catering, special orders, fundraising efforts and other special events; assists instructor with SkillsUSA and other baking and pastry arts competitions; assists instructor in dining room management, food preparation, and food production and plating as needed; must know how to operate Point of Sale System and have thorough knowledge and comply with the College's policies and procedures regarding handling money and sales.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Covers laboratory hours; responds to the needs and requirements of students working in baking and pastry laboratory.
2. Ensures that baking and pastry arts equipment function properly.
3. Sets up equipment and supplies to assist instructor with commercial baking skills used in a culinary laboratory setting.
4. Conducts inventory of baking and pastry arts supplies on a regular basis and informs Culinary Specialist of all supplies and inventory that need to be ordered in timely fashion so that necessary supplies are available when needed.
5. Assists instructor in ensuring students follow proper procedures using baking equipment.
6. Ensures that proper health and safety safeguards are observed in food production in the commercial bakery.
7. Ensures artistic and cost considerations in baking and pastry arts production are observed.
8. Ensures students properly manage, handle, and maintain stock of inventory so that all supply goals are met;
9. Ensures students properly use and clean bakery and kitchen equipment while in the laboratory.
10. Processes all paperwork necessary; to instructors, students and administrators relating to the laboratory in a timely manner.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

1. Baking and pastry arts production
2. Familiarity with hot and cold food production
3. Dining room management skills,
4. Sanitation and safety requirements in food preparation;
5. Quantity cooking and portion control techniques.

ABILITY TO:

1. Operate mechanical equipment used in the kitchen, bakery, dining room, and classroom;

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2. Keep accurate records;
3. Follow oral and written instructions;
4. Maintain cooperative relationships with those contacted in the course of work;
5. Meet all deadlines and work in a time-sensitive environment;
6. Maintain and teach positive public relations skills when handling unsatisfied customers;
7. Bridge the needs between the demands of a real-world restaurant environment and the academic needs of a public college;
8. Maintain positive professional relationships with industry partners and vendors.
9. Communicate effectively, both orally and in writing.

Education and Experience: Graduation from high school or possession of a GED 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/CERTIFICATIONS: Must successfully pass the *National Restaurant Association Educational Foundation for the ServSafe® Food Protection Manager Certification Examination* during the first year of employment and maintain certification thereafter.

Must possess a valid California driver's license and have and maintain an insurable driving record acceptable to the District's insurance carrier, are required.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, students, faculty, vendors, general public, and other District staff.

WORKING CONDITIONS: Kitchen, dining room, and classroom environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.