



2026-2027 Work Study Position Description

3028 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax (360)752-7151 • FinAid@BTC.edu

Department: Culinary
Position Title: Instruction Tech
Bellingham Technical College
Address: 3028 Lindbergh Ave. Bellingham, 98229

Supervisor: Nicole Carter
Supervisor Contact: ncarter@btc.edu

Site Supervisor: Nicole Carter
Site Supervisor Contact: ncarter@btc.edu

Schedule Guidelines:

- Work Study employees may not exceed the wages and hours referenced in the referral.
- 15-minute break per 3+ hr shift
- After consecutive 5hrs, ½-hour lunch required
- Hours must be submitted and approved by supervisor by payroll deadlines
- Employment subject to continued eligibility
- See referral for additional details

I. EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:

Learn a skill that is in high demand. Practice marketable culinary job skills used in the hospitality industry. Occasional meals provided. Practice kitchen mise en place skills, food preparation, facilities management, walk-in and dry storage management skills, sanitation skills, team work and job skills.

II. SUMMARY OF JOB:

Work closely with Culinary departments instructional lab technician to organize walk-ins and storerooms, put away food orders, prep and organize all food products need for labs, support of ware washing area, general kitchen clean-up, support of special events and preparing stocks, sauces and other base preparations needed for various culinary labs.

III. MINIMUM QUALIFICATIONS:

Current enrollment in Culinary program or former graduate preferred; plus have work eligibility between 8am and 4pm on a regular basis; self-motivator; independent and reliable who can follow directions. Hours are flexible to some extent, but daytime hours are required. Training provided.

Must have or have the ability to secure a Whatcom County Food Handlers Permit.

Must have full Culinary Uniform and Knife Kit.

IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:

We will work with your school schedule, our first priority is your educational needs. Working hours available are typically between 8:00AM-4:00PM, Monday-Friday. This position does not work during the summer, winter or spring breaks.

V. TYPICAL EQUIPMENT USED:

Commercial Restaurant equipment, walk-in refrigerators, standard Culinary knife kit required.

VI. PHYSICAL REQUIREMENTS:

Sitting:		Walking:	X	Bend at waist:	X	Climbing Ladders Stairs:	
Standing:	X	Crawling:		Kneeling/squatting:	X	Reach above shoulder:	X
Pushing/pulling:	X	Lifting (up to 50 lbs.):	X	Carrying:	X	Repetitive arm/hand movements:	X

VII. ADDITIONAL NOTES:

*****SFR Office Use Only*****

Job Title: Instructional Technician Department: Culinary Rate of Pay: \$20.61/hour

Job Class Code: WS 4787 Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

Compensation & Work Schedule:

Effective 07.01.2026 the hourly pay rate is \$20.61.

Additional benefits include some paid sick leave in accordance with Washington State law and Initiative I-1433.

Sick leave is accrued at 1 hour for every 40 hours worked. Employee Assistance Program (EAP), a free counseling & referral program. Potential flexible schedule. No additional benefits.