

2021-2022
POSITION DESCRIPTION

<p>Department: <u>Culinary</u></p> <p>Host Business: Bellingham Technical College Address: 3028 Lindbergh Ave.; B'ham</p> <p>Site Supervisor Phone: (360) <u>752 - 8425</u> Supervisor Phone: (360) <u>752</u> - <u>8425</u></p>	<p>Schedule Guidelines: Work Study students may not exceed the award. Most awards accommodate 10 hours per week dependent upon the student's Federal Budget.</p> <p>10 minute break per 3+ hr shift. After 5hrs, ½-hour lunch required.</p> <p>Site Supervisor/Lead: <u>Brian McDonald</u> Site Supervisor Signature: _____ Supervisor: <u>Brian McDonald</u> Supervisor Signature: _____</p>
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I. SUMMARY OF JOB:

Class set up and material preparation; class paperwork and clean up; 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. Recipe data entry into Culinary department database.

II. MINIMUM QUALIFICATIONS:

Current enrollment in Culinary program; plus have work eligibility before 8am or after 3pm on a regular basis; self-motivator; independent and reliable who can follow directions. 1st year student. Strong computer keyboarding skills. Familiarity with MasterCook a plus.

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

Practical Kitchen mise en place skills, food preparation, facilities management, walk-in and dry storage management skills, sanitation skills, team work and job skills.

IV. PHYSICAL REQUIREMENTS

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

Typical Equipment Used:

Commercial Restaurant Equipment

*****Financial Aid Office Use Only*****

Job Title: Teaching Aide Department: Culinary Rate of Pay: \$ 13.91 /hr.
 Job Class Code: WS 4419 WS FAPC: _____ Match FAPC: _____ Reimbursement Percent: _____
 Work Study Administrator: Joy Hicks, jhicks@btc.edu