I. SUMMARY OF JOB:

Class setup 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