VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN I - CULINARY ARTS AND RESTAURANT MANAGEMENT

BASIC FUNCTION:

Under the general supervision of the Dean, Career and Technical Education, assist in the preparation of instructional materials and in laboratory demonstrations related to food services and restaurant management; operate and demonstrate specialized instruments and equipment; assist students in a working production laboratory.

REPRESENTATIVE DUTIES:

Review subject matter to be covered by the instructor; assemble and distribute appropriate demonstration materials to students. E

Assist and tutor individuals and small groups of students on the materials covered. E

Arrange and make demonstrations as set forth or approved by the instructor. E

Answer students' questions on the subjects covered and amplify or clarify lectures, tapes, or other demonstration materials used. E

Inform instructor about questions asked by the students and confer on difficult areas needing review. E

Check student workbooks for accuracy and completeness; score test papers and special assignments in accordance with specific instructions. E

Maintain routine records and files; compile and maintain lecture outlines; take attendance; compile grades. E

Issue and order supplies. E

Clean equipment and materials used. E

Provide off and on-campus promotion for the Culinary Arts and Restaurant Management programs. E

Assist in the operation of the cafeteria and dining room for lab instruction purposes.

Perform related duties as assigned.

Revised July 2011
Established March 1998
INSTRUCTIONAL LAB TECHNICIAN I - CULINARY ARTS AND RESTAURANT MANAGEMENT (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The fundamentals, terminology, techniques, equipment, and materials used in the Culinary Arts and Restaurant Management programs
- Principles and techniques of instruction
- Proper safety standards and procedures required for the operation of a food service facility
- Methods of preparing and serving food in large quantities
- Methods of cooking food in large quantities
- Common cooking utensils and tools
- Basic record-keeping techniques
- Basic math for baking and other cooking applications

ABILITY TO:

- Provide instructional assistance to college students
- Use the specialized instruments and equipment of the Culinary and Restaurant Management programs
- Work effectively and cooperatively with students and instructional staff
- Prepare and serve food in accordance with health and sanitation regulations
- Understand and follow oral and written directions
- Communicate effectively with students and faculty

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Completion of an associate degree or comparable college/vocational school program in culinary arts and restaurant management

Experience: Two years of related work experience. Additional work experience may be substituted for up to one year of the educational requirement provided the applicant has completed 30 semester units of coursework related to the area of culinary arts and restaurant management.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Food Handler Card
- A valid “ServSafe Certificate”, National Registry certificate, or the equivalent is desirable

WORKING CONDITIONS:

ENVIRONMENT:

Instructional production kitchen environment
Heat from ovens

PHYSICAL ABILITIES:

Seeing to review, assemble, and distribute materials to students; and observe student performance
INSTRUCTIONAL LAB TECHNICIAN I - CULINARY ARTS AND RESTAURANT MANAGEMENT (continued)

- Hearing and speaking to communicate with students and faculty
- Dexterity of hands and fingers to operate lab equipment and prepare demonstrations
- Moderate lifting of supplies and equipment
- Reaching to grasp and hold equipment and materials