

INSTRUCTIONAL ASSISTANT

Food Service Management

DEFINITION

Under general supervision of assigned manager/supervisor, assists with laboratory preparations, presenting demonstrations, and general instructional activities in the food service laboratory.

TYPICAL DUTIES

Incumbent assists in preparing and presenting laboratory demonstrations; maintains inventory of supplies and equipment; develops purchase lists for food service supplies; maintains student records; assists students in laboratory assignments; performs related assignments.

QUALIFICATIONS

EXPERIENCE

One year of experience in educational or field experience work relating to food services management. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree in Hospitality Management or 60 semester units (90 quarter units) with 43 units in hospitality management courses. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

KNOWLEDGE OF

Commercial kitchen supplies and equipment; safety and sanitation rules and procedures; recordkeeping and purchasing; maintaining kitchen supplies and equipment.

SKILLS IN

Skill in training others in how to complete tasks; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; developing approaches for implementing an idea or solution to a problem; and observing and evaluating the outcomes of a problem/solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual, multi-cultural environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; operate kitchen equipment; tutor students in a laboratory environment; maintain accounting records; operate office equipment including computers and supporting word processing, spreadsheet and database applications; and receive and give oral and written communications.