INSTRUCTIONAL ASSISTANT I/II
CULINARY ARTS AND HOSPITALITY MANAGEMENT

DEFINITION

Under general supervision, performs a variety of standard to difficult duties including instructional program support, tutoring and administrative activities in support of the Culinary Arts and Hospitality Management (CAHM) program; performs related duties as required or assigned.

CLASSIFICATION CHARACTERISTICS

Instructional Assistant I – Culinary Arts and Hospitality Management is the entry level classification of this instructional support series. This position provides direct support to students. Initially under supervision, incumbents learn about the College’s CAHM program and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternately staffed with Instructional Assistant II - Culinary Arts and Hospitality Management and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level classification.

Instructional Assistant II – Culinary Arts and Hospitality Management is the experienced level classification of this series, competent to perform standard to difficult CAHM instructional support services. Incumbents in this classification may be assigned duties in support of students in a laboratory or tutoring capacity or in support of the overall CAHM program. General work guidelines are normally established by an instructor or educational administrator; however, day-to-day activities require the use of initiative and judgment in specific situations.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares, compiles, collates, maintains, updates and disseminates instructional materials in accordance with instructors’ directions (E)
- Develops and presents learning materials and instructional exercises to individuals and groups; keeps abreast of CAHM program changes (E)
- Tutors students individually and/or in small groups to reinforce class material taught in the CAHM program; may provide bilingual services to the monolingual and limited English speaking students (E)
- Coordinates materials, equipment, facilities and supplies for classes (E)
- Assembles supplies and sets up apparatus used in class demonstrations such as food ingredients for recipes, knives, mixers and electric chafing dishes (E)
- Assists in the demonstration of food production techniques, artistic presentations, salad preparation, sauces, baking, and hot and cold entrees (E)
- Issues supplies, materials and equipment to students such as lab coats, food ingredients in quantities required for classroom assignments, knives, measuring equipment etc.; keeps records and effects the return of supplies and equipment checked out to student (E)
- Sets up, installs, maintains and services equipment, materials and supplies used in classes, workshops and supplemental tutoring sessions (E)
- Trains students and others in the safe use of specialized equipment (e.g. mixers, slicers, ovens, microwaves, toasters etc.), computer hardware and software, and procedures and processes (E)
- Administers and scores tests and examinations (E)
- Answers students’ questions and advises regarding CAHM class assignments; including the full range of CAHM courses taught in the first two years of college (E)
EXAMPLES OF DUTIES (continued)

- Assists in completing and processing various forms, certificates and other documents (E)
- Maintains physical environment and condition of storerooms and work areas and its equipment (E)
- Assists with the coordination of events, meetings and facilities with instructors, students and clients (E)
- Assists instructors with the maintenance of detailed records such as budget, inventory and financial data (E)
- Maintains an inventory of food supplies, materials and equipment and requisitions supplies and equipment (E)
- Maintains the security of special, technical or hazardous supplies and equipment (E)
- Operates standard office equipment and instructional media (E)
- Prepares periodic and special reports (E)
- Attends to a variety of office administrative details such as arranging for the repair of equipment, transmitting information and keeping reference materials up to date (E)
- Assists in the recruitment and selection of student assistants and provides instruction in safe work procedures (E)
- May conduct laboratories, workshops, orientations and meetings
- Performs related duties as required or assigned

(E) = designates essential functions

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job characteristics as defined under Classification Characteristics.

Knowledge of:

- Subject matter
- Effective instructional techniques
- Supplies and equipment used in culinary arts
- Commercial food production design and presentation techniques
- Basic nutrition for planning of nutritionally balanced menus
- Food preparation techniques that retain the nutritional values in food
- Principles, theories, practices, methods and equipment of the CAHM program
- Health, safety and sanitation practices and safeguards related to the CAHM program including food handling, presentation, production and storage
- Standard office practices and procedures including filing, and the operation of office equipment, including personal or online computers
- Detailed recordkeeping and budget tracking
- Correct English usage, including spelling, grammar and punctuation
- Basic mathematics

Skill in:

- Safely operating, maintaining and demonstrating the use of specialized equipment, supplies (e.g. mixers, slicers, ovens, microwaves, toasters etc.) and materials
- Applying and explaining instructional methods and procedures
- Reading, understanding and presenting course materials to students
- Keeping abreast of CAHM program changes
- Coordinating multiple projects and meeting deadlines
QUALIFICATIONS (continued)

Skill in: (continued)

- Maintaining accurate records, files and databases
- Preparing clear and concise reports, correspondence and similar written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work including those from diverse backgrounds
- Understanding and following oral and written instructions
- Operating a personal computer to enter, edit and retrieve data and generate reports
- Effectively operating and maintaining an orderly instructional environment

Other Minimum Requirements:

- Specified positions may require possession of and ability to maintain a valid California driver's license and safe driving record during the course of employment
- Specified positions may require bilingual skills in Spanish/English or other languages
- Specified positions may require registration, licensure or certification related to the assigned instructional program area
- Must be willing and able to work at various campus sites

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

**Instructional Assistant I – Culinary Arts and Hospitality Management**: Equivalent to completion of two years of college with college level, lower division * coursework in Culinary Arts and Hospitality Management *(transfer-level, sophomore or above) which will provide the knowledge and skills to support the CAHM program and two years of experience in either educational support work which has included interaction with students in a classroom or tutorial setting, or work in the program area to which assigned.

**Instructional Assistant II – Culinary Arts and Hospitality Management**: In addition to the above, one year of full time equivalent experience providing instructional assistance in a laboratory or tutorial setting at a level equivalent to the College’s classification of Instructional Assistant I.

Established: January 24, 2012