



**Position:** Culinary Arts Assistant

**Department:** Business Math and Technology

**Employment type:** Part-time, 20 hours or less

**Overview:** As a member of the Business Math and Technology Division, the Culinary Arts Assistant would provide clerical and kitchen management support.

**Work Schedule:**

**Job Duties and Required Competencies:**

#### ***Career & Self-Development***

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks:**
  - Discuss goals with supervisor for your future career objectives throughout the work experience.
  - Articulate your strengths and weaknesses to pursue a career in field.
  - Seek out learning opportunities and complete research as needed.

#### ***Communication***

- **Skills:** Strong written and verbal communication skills; ability to provide clear and effective instructions.
- **Tasks:**
  - Manage office traffic, in-person and by phone; Connect visitors to appropriate staff members, log office activities and answer questions about Culinary Arts program.
  - Promptly communicate when guidance and assistance is needed.

#### ***Critical Thinking***

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.

- **Tasks:**
  - Anticipate department and staff needs.
  - Manage competing priorities.
  - Shop for food products for culinary kitchen.

### ***Equity & Inclusion***

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks:**
  - Work equitably with everyone. Be open to differing opinions and cultural norms from your own.
  - Learn food dishes from various cultures.

### ***Leadership***

- **Skills:** Creating an environment of working together as team.
- **Tasks:**
  - Maintain a professional attitude at all times when interacting with students and colleagues.

### ***Professionalism***

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.
- **Tasks:**
  - Demonstrate appropriate business conduct at all times.
  - Complete projects assigned by the supervisor in a timely manner.
  - Uphold PVCC College policies and procedures.
  - Arrive on time, be present, available, and prepared.

### ***Teamwork***

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks:**
  - Able to take direction, prioritize and complete tasks from multiple individuals.
  - Accept deliveries and put products away.
  - Maintain clean and organized work space.
  - Maintain work space safety.
  - Have valid driver's license to travel to grocery store, etc.

## ***Technology***

- **Skills:** Leverage technology to support student goals and department needs.
- **Tasks:**
  - Answer incoming calls, make copies and send faxes.
  - Utilize computer and web browser to support and conduct research as needed.

## ***Additional Responsibilities:***

- Assist with kitchen inventory management and ordering supplies.
- Support preparation and setup for culinary classes and events.

## ***Required Qualifications:***

- Experience in a culinary environment preferred.
- Ability to manage multiple tasks and work effectively with others.
- Valid driver's license for travel.

## ***Additional Considerations:***

- Flexibility to adjust to varying work schedules and tasks.
- Strong organizational skills and attention to detail.

**By fulfilling these responsibilities, you will gain valuable experience in both administrative and culinary aspects of the role, contribute to the effective management of the culinary kitchen, and support the overall success of the Culinary Arts program.**

**For more information, please contact the Federal Work Study (FWS) Program Coordinator at [federalworkstudy@pvcc.edu](mailto:federalworkstudy@pvcc.edu)**