

**INSTRUCTIONAL ASSISTANT-CULINARY ARTS**

**DEFINITION**

Under general supervision, to perform paraprofessional instructional activities in a culinary arts program; to provide vocational learning experiences to individual students and small groups; to perform routine clerical and supportive tasks for instructional personnel; and to do other related work as required.

**EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assists instructional personnel with presentation of learning materials and exercises in a culinary arts program.
2. Tutors individual students and small groups of students to reinforce and follow up learning activities.
3. Assists in the preparation and service of various food items.
4. Operates and trains students in the operation of equipment such as a cash register and other culinary program equipment.
5. Instructs and tests students in food handling and issues food handling certificates to students.
6. Demonstrates safe and sanitary food preparation techniques.
7. Uses positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior and an appreciation of human diversity.
8. Promotes the well-being of students by helping them develop a positive attitude/self-image, personal hygiene habits and an ability to interact with adults.
9. Assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students.
10. Requisitions, stores and maintains an appropriate inventory of instructional materials, supplies and equipment.
11. Maintains a variety of records and files, including confidential student records and information.
12. May perform routine clerical tasks such as typing, computer operation, filing, and photocopying.
13. Maintains a neat and clean facility; assists in caring for and maintaining materials, equipment and supplies.
14. May set up and move chairs and tables.
15. Uses good judgment regarding appropriate action to assist injured or physically ill students.

## **QUALIFICATIONS**

### **Knowledge of:**

Student behavior management strategies and techniques; food preparation and culinary art techniques; basic subjects including arithmetic, grammar, spelling, and reading; routine record keeping techniques.

### **Ability to:**

Demonstrate an understanding, patient, and receptive attitude toward students; provide positive direction and training for students; utilize a variety of culinary equipment and instructional materials and procedures to enhance a positive educational environment; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; communicate effectively in oral and written form; understand and carry out oral and written instructions; appreciate human diversity; establish and maintain cooperative working relationships with children and adults; comply with the District's customer service standards, as outlined in Board Policy.

### **Education/Experience:**

Equivalent to the completion of the twelfth grade. None required, but some experience with food preparation and/or culinary arts program desired.

### **License/Certificate Requirement:**

Pass a District proficiency test in English usage, language arts and math or have passed CBEST or have completed two years of college.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.