

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-FOOD SERVICE MANAGEMENT

BASIC FUNCTION:

Under the direction of the Associate Dean of Applied Arts, Science and Technology, assist in reinforcing instruction and providing guidance to individuals or small groups of students in the Food Service Management lab; assist in managing the student-operated restaurant.

REPRESENTATIVE DUTIES:

Maintain and control the circulation of instructional supplies, materials, food items, and equipment, check items in and out to students; maintain appropriate records and inventories; order replacement items, equipment and food supplies, maintain equipment according to approved procedures; process new stock and equipment. (E)

Assist students in the proper procedures, selection, operation and care of food items, equipment and cookbooks;
reinforce instruction provided by the instructor; assist students in managing kitchen and dining facilities; ensure student compliance with current health and safety regulations. (E)

Operate a Touch Menu Point of Service System and produce related reports; control and monitor cash receipts and expenses; maintain appropriate records. (E)

Operate and maintain a variety of equipment associated with the food service field including personal computer and associated software. (E)

Ensure that the instructional area is maintained in a clean and orderly manner; ensure compliance with the state and county health department codes; assure the security of the facilities as assigned. (E)

Assist in preparing, administering, scoring and recording student tests and assignments; record attendance; maintain student records. (E)

Provide relevant information to instructors regarding student progress; assist instructors in evaluation and identification of student problems; assist in the resolution of problems. (E)

Provide training and work direction to student aides; schedule and maintain record of time worked. (E)

Perform other related duties as assigned.

KNOWLEDGE OF:

Record-keeping techniques.

Oral and written communication skills.

Current food service and restaurant management practices and procedures.

Operation, use and care of a wide variety of equipment used in the food service industry.

Operation and use of Point of Service systems or equivalent, cash register, and personal computer.

Health and safety regulations.

ABILITY TO:

Reinforce instruction and provide guidance to individual or small groups of students in the Food Service Management lab.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Relate to students in a professional manner.

Work independently with little supervision.

Meet schedules and time lines.

Plan and organize work.

Lift objects weighting up to 50 pounds.

Train and provide work direction to others.

Maintain records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an Associate Degree and one year work experience in the food service industry.

ENVIRONMENT:

Kitchen/Dining Room lab environment.

Work includes indoor/outdoor environment.

PHYSICAL ABILITIES:

Bending at the waist.

Dexterity of hands and fingers to operate a computer keyboard and cash register.

Hearing and speaking to exchange information.

Lifting heavy objects.

Mobility.

Seeing to direct students in activities.

Standing for extended periods.

January 14, 2005

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