



POSITION: Culinary Lab Technician

DATE: May 3, 2021

SCOPE OF RESPONSIBILITY

Assist with teaching courses and implementing the instructional program in accordance with course syllabi and college policies. Assist with advising students, assist in updating curricula, assist in maintaining teaching equipment and support the total mission of the college. Coordinate instructional activities with the program instructors or Program Coordinator where applicable. Position requires extensive knowledge of the instructional discipline.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Prepares necessary supplies and equipment for laboratory sessions, for day or evening college.
2. Maintains an organized, clean and sanitized kitchen on a daily basis. This involves operating a commercial dishwasher, sweeping floors, washing floors, cleaning storage areas, cleaning equipment and working with cleaning chemicals
3. Assists instructors with preparation for demonstration, lectures and prepares necessary materials for laboratory.
4. Dismantles equipment, cleans and returns any glassware, utensils and silver-plated trays to storage and returns supplies to stockroom after laboratory sessions and/or special events.
5. Orders, receives, stores and rotates laboratory supplies in a timely manner and maintains inventory records.
6. Assists students with projects and helps monitor day to day activities in the culinary lab.
7. Provides work direction and training to students in the lab.
8. Assists in grading test, filing maintaining student files in the lab and classroom.
9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. AAS Degree in Culinary Arts from a regionally accredited institution.
2. At least three-five (3-5) years of experience in food service management.
3. ServSafe Manager Certified.

PREFERRED QUALIFICATIONS:

1. Experience working in a restaurant environment.
2. Supervisory and budgeting experience.
3. Certification or certifiable by the American Culinary Federation.

SALARY: Salary range is \$26,129 to \$40, 986 based on qualifications according to the ACCS Salary Schedule E4 06.

ANTICIPATED STARTING DATE: On or before June 15, 2021

APPLICATION DEADLINE: May 14, 2021, 11:30 a.m.

APPLICATION PROCEDURE: Vacancy Announcements and Employment Applications are available at www.trenholmstate.edu and by contacting the Office of Human Resources at (334) 420-4442 or csegree@trenholmstate.edu. Application materials may be delivered to the Office of Human Resources, Room A102 of the Administration Building on the Trenholm Campus, or submitted via U.S. mail to the following address:

Trenholm State Community College, Office of Human resources, P.O. Box 10048, Montgomery, AL 36108. Applications currently on file must be resubmitted for this position. If you are applying for more than one position, submit a complete packet for each position. Once submitted, all application packets become the property of Trenholm State. The submission of all application materials (an application packet) to the Office of Human Resources by the application deadline is the sole responsibility of the applicant. **Delinquent, e-mailed, and unsigned application packets/documents will not be accepted. Only complete application packets will be considered.**

A completed application packet consists of:

- ✓ A completed official College employment application; “**See resume or attached**” will not be accepted.
- ✓ A current résumé.
- ✓ Three (3) signed letters of reference; **font-typed signatures are not acceptable.**
- ✓ Copies of all relevant transcripts. Transcripts copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the completion of the first semester of employment

*As a condition of the employment offer, the applicant chosen to fill the position will be required to submit letters of verification from previous or current employer verifying the work experience stated in the “Required Qualifications” section. The letters of verification must include the applicant’s beginning and ending dates of employment, employment title, and indicate if the employment was full or part time.

Applicants who fail to submit a complete application packet will not be considered.

OTHER INFORMATION:

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Trenholm State Community College reserves the right to withdraw any job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Trenholm State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Trenholm State will make reasonable accommodations for qualified disabled applicants or employees).

Trenholm State Community College is an equal opportunity employer.