

## **MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**SALARY SCHEDULE: A**  
**SALARY RANGE: 79**

### **CLASS TITLE: LABORATORY TECHNICIAN, FOODS**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, prepare and assist with Foods Lab demonstrations, exercises and related materials for the Culinary Arts, Nutrition and Foods and Hospitality & Restaurant Management Programs (CA, NF and HRM). This position is responsible for performing a variety of specialized, complex and independent activities involved in the preparation, set-up and clean-up of perishable and non-perishable supplies and equipment for laboratory demonstrations and activities. The Foods Laboratory Technician is also responsible for providing basic information and assistance to students.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Prepare and assist faculty with preparation for laboratory demonstrations, exercises and related instructional materials; schedule and adjust laboratory activities to meet instructional needs of assigned subject area
- Confer with faculty and review lesson plans, curriculum, experiments, demonstrations, manuals, exercises and instructional materials to determine appropriate laboratory equipment, supply and instructional, material needs
- Perform a variety of specialized, complex and independent activities involved in laboratory demonstrations and activities for the assigned programs, to include distributing and arranging perishable and non-perishable equipment for each lab course
- Responsible for purchasing perishable and non-perishable supplies; ordering, procuring, storing and maintaining adequate inventory levels of perishable and non-perishable supplies, materials and equipment; estimate and account for related costs and inventory levels; issue and collect materials and equipment as required
- Oversee laboratory student workers as required by developing schedules, assigning duties and reviewing work for compliance with established standards and procedures
- Assure the health and safety of students, staff and faculty by researching, implementing and following safe food handling practices and procedures; maintain laboratory and other assigned facilities in a safe, orderly and clean sanitary manner
- Prepare and maintain various records and reports as related to the program
- Attend and participate in various meetings, committees, workshops and training as assigned

- Perform, oversee, and enforce proper sanitation procedures and supply/equipment cleaning and maintenance
- Interact with students in the lab courteously

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**KNOWLEDGE OF:**

- Sanitation and food safety practices and procedures
- Preparation of food laboratory demonstrations, exercises and related instructional materials
- Technical practices, procedures and techniques involved in the preparation, set-up and clean-up of supplies and equipment used in foods laboratory demonstrations and activities
- Advanced laboratory terminology, techniques, equipment, materials, principles, practices and procedures related to Culinary Arts, Nutrition & Foods, and Hospitality & Restaurant Management
- Set up, operation, maintenance and repair of various laboratory instruments, tools and equipment related to Culinary Arts, Nutrition & Foods, and Hospitality & Restaurant Management
- Basic inventory and purchasing processes and procedures
- Standard knowledge of food service, kitchen appliances and equipment maintenance
- Principles and practices of training and providing work direction to students
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Principles and procedures of record keeping, filing and reporting
- Mathematical concepts to make calculations such as metric weights and volumes
- Operation of a computer and assigned software

**SKILLS and ABILITY TO:**

- Perform, oversee, and enforce sanitation practices applicable to food preparation, storage, serving and disposal of food
- Prepare and assist with Foods Laboratory demonstrations, exercises and related instructional materials
- Perform a variety of specialized and independent activities involved in the preparation, set-up and clean-up of supplies and equipment used in laboratory demonstrations and activities in the Culinary Arts and Nutrition & Foods Program
- Review lesson plans, curriculum, experiments, theories, demonstrations, manuals, exercises and instructional materials to determine laboratory and instructional materials needs
- Operate and maintain laboratory and laboratory equipment in a safe and organized manner

- Train and oversee the performance of assigned student workers as required
- Purchase, receive and maintain adequate inventory levels of food supplies and equipment
- Assist faculty, staff and students in the use of laboratory equipment and procedures
- Explain instructional and laboratory principles, practices, procedures and techniques
- Assure smooth, efficient and educational effective laboratory activities
- Plan and organize work to meet changing priorities and deadlines
- Work independently with little direction
- Take direction and execute tasks in a timely and orderly manner
- Perform routine record keeping and report writing duties
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective relationships with those contacted in the course of work
- Perform routine mathematical calculations accurately

**EDUCATION AND EXPERIENCE:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Associates Degree or Certificate in: Culinary Arts, Hospitality & Restaurant Management, or related specialization with a minimum of 2 years industry related experience in a commercial kitchen or foods laboratory.

**LICENSES AND OTHER REQUIREMENTS:**

- Successful candidate must have a valid American National Standards Institute (ANSI) accredited Food Protection Manager certificate such as: ServSafe, NRFSP, Prometric, or Learn2Serve.
- Employees are required to operate a vehicle that necessitates possession of a valid California driver's license. Such employees must have the ability to secure and maintain a valid California driver's license.
- Official offers of employment are made by the Mt. San Antonio College Office of Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been fingerprinted and clearance for employment is authorized by the Office of Human Resources. Costs for fingerprinting services shall be borne by the candidate.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Instructional food laboratory environment

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a variety of equipment
- Seeing to read a variety of materials and monitor student activities
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Bending at the waist, kneeling, or crouching
- Reaching overhead, above the shoulders and horizontally
- Walking, carrying, pushing, or pulling as the job requires
- Lifting objects up to 50 pounds as the job requires

Reasonable Accommodation shall be provided as required.

**Potential Hazards:**

- Sharp knives, slicers, and other sharp equipment
- Hot deep fryers and other hot equipment
- Hot liquids
- Commercial strengths mixers
- Chemical fumes
- Repetitive use of cleaning chemicals and solutions
- Exposure to changes in environmental temperature
- Working with flammable substances (oil, alcohol, natural gas)
- Bending or reaching to lift heavy weights (up to 50 pounds)
- Repetitive movements (slicing or swiping counters may put weight on the wrists)
- Slippery/wet surfaces
- Noise