

**MT. SAN ANTONIO COLLEGE****Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS**

**\*\*This form is used to gain approval prior to recruiting for a position.**

**Instructions for completing this form are located on the back.**Position: Laboratory Technician - Foods  
Lab Technician Foods and ServiceDepartment: Business DivisionTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): M-Th 10:30- 7:00 pm F 7:00-3:30 pmSalary Schedule (Range): 79Background and Rationale (use back of form if additional space is needed): Replacing person who was hired as a FT Faculty member

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). \_\_\_\_\_

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000 336040 221000 130710 2200 100 % Amount \$ 104,776

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Signatures:**1. Jennifer Galbraith 12/5/22  
Requesting Manager Signature Date2. Kelly M. Fowler  
Division Vice President Signature Date3. Marissa Ziegenhohn 02/06/23  
Chief Compliance/Budget Officer Signature Date4. Lisa Davis-Harris 2/8/2023  
Human Resources Signature Date5. Sokhathong 2/09/2023  
Vice President, Human Resources Date☒ Funding available ☐ Funding not available Position Number: CA9322 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. William J. Smoggin February 14, 2023  
Signature of President/CEO Date

## **LABORATORY TECHNICIAN – FOOD AND SERVICE**

### **DEFINITION**

Under the direction of an assigned supervisor, prepare and assist with Food and Service Lab demonstrations, exercises, and related materials for the Culinary Arts, Nutrition and Foods, and Hospitality and Restaurant Management Programs (CUL, 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 including the dining room. The Laboratory Technician – Food and Service is also responsible for providing basic information and assistance to students.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision of an assigned Business Division manager. Exercises no direct supervision of staff. Provides technical and functional direction and training to student workers.

### **CLASS CHARACTERISTICS**

This is a journey-level class responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other laboratory technicians by having subject matter expertise in the College's Food and Service programs, equipment, and materials.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. 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.
2. Confer with faculty and review lesson plans, curriculum, experiments, demonstrations, manuals, exercises to determine appropriate laboratory equipment, supply and instructional, and material needs.
3. 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.
4. 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.
5. Oversee laboratory student workers and work experience students as required by developing schedules, assigning duties and reviewing work for compliance with established standards and procedures.
6. 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.
7. Prepare and maintain various records and reports as related to the program.
8. Attend and participate in various meetings, committees, workshops and training as assigned.
9. Perform, oversee, and enforce proper sanitation procedures and supply/equipment cleaning and maintenance.

10. Interact with students courteously.
11. Learn and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Sanitation and food safety practices and procedures.
2. Preparation of food and service laboratory demonstrations, exercises and related instructional materials.
3. Technical practices, procedures and techniques involved in the preparation, set-up and clean-up of supplies and equipment used in food and service laboratory demonstrations and activities.
4. Advanced laboratory terminology, techniques, equipment, materials, principles, practices, and procedures related to Culinary Arts, Nutrition and Foods, and Hospitality and Restaurant Management.
5. Set up, operation, maintenance and repair of various laboratory instruments, tools and equipment related to Culinary Arts, Nutrition and Foods, and Hospitality and Restaurant Management.
6. Basic inventory and purchasing processes and procedures.
7. Food service, kitchen, and dining appliances and equipment maintenance.
8. Principles and practices of training and providing work direction to students.
9. Oral and written communication skills.
10. Interpersonal skills using tact, patience, and courtesy.
11. Principles and procedures of record keeping, filing, and reporting.
12. Mathematical concepts to make calculations such as standard and metric weights and volumes.
13. Methods, practices, and techniques of student learning and instruction.
14. Modern office practices, methods, and computer equipment and applications related to the work.
15. Record keeping principles and procedures.
16. English usage, spelling, vocabulary, grammar, and punctuation.
17. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

### **Skills & Abilities to:**

1. Perform, oversee, and enforce sanitation practices applicable to food preparation, storage, serving, and disposal of food.
2. Prepare and assist with Food and Service Laboratory demonstrations, exercises, and related instructional materials.
3. 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 and Foods, and Hospitality and Restaurant Management Programs.
4. Review lesson plans, curriculum, experiments, theories, demonstrations, manuals, exercises, and instructional materials to determine laboratory and instructional materials needs.
5. Operate and maintain laboratory and laboratory equipment in a safe and organized manner.
6. Train and oversee the performance of assigned student workers as required.

7. Purchase, receive, and maintain adequate inventory levels of food supplies and equipment.
8. Assist faculty, staff, and students in the use of laboratory equipment and procedures.
9. Explain instructional and laboratory principles, practices, procedures, and techniques.
10. Assure smooth, efficient, and educational effective laboratory activities.
11. Plan and organize work to meet changing priorities and deadlines.
12. Take direction and execute tasks in a timely and orderly manner.
13. Perform routine mathematical calculations accurately.
14. Estimate and order required supplies and equipment.
15. Establish and maintain filing, record keeping, and tracking systems.
16. Organize own work, set priorities, and meet critical time deadlines.
17. Follow department policies and procedures related to assigned duties.
18. Operate modern office equipment including computer equipment and software applications programs.
19. Use English effectively to communicate in person, over the telephone, and in writing.
20. Understand scope of authority in making independent decisions.
21. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
22. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**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 and Restaurant Management, or related specialization with a minimum of two (2) years industry related experience in a commercial kitchen, restaurant, dining room, or similar food and service facility.

**Licenses and Certifications:**

1. Successful candidate must have a valid American National Standards Institute (ANSI) accredited Food Protection Manager certificate such as: ServSafe, NRFSP, Prometric, or Learn2Serve.
2. The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

**PHYSICAL DEMANDS**

Must possess mobility to work in a laboratory/classroom/kitchen/dining room environment; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied equipment related to the assigned programs; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents primarily work in a service laboratory, kitchen, outdoors, and/or office environment with moderate to loud noise levels and cold and hot temperatures. Incumbents may be exposed to dust, fumes, allergens, hazardous physical substances, mechanical and electrical equipment and machinery. Incumbents

may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.