



Position Title: Part-Time Culinary Outsourcing Assistant
Reports To: Culinary Outsourcing Specialist
Department: Culinary Arts Institute
Prepared By/Date: Martha Arrieta/03-11-2011
Approved By/Date: John Richards/10-12-2011
Revised: Donna French/10-12-2011

Job Code: 8219
Job Group: Class-R
Salary Grade: CT
FLSA Status: Non-Exempt

Summary:

This position assists the Culinary Outsourcing Specialist with outsourcing student related functions, receives and properly stores food and non-food items, updates data in POS system when items are received and issued out. Coordinates inter-campus mail and material deliveries to all campuses as well as other clerical tasks as assigned. Assists with the logistical support for students and all culinary kitchen laboratories, student run Café, Restaurant, Campus catering, Food and Beverage TV Theatre. Serves as an integral member of the Culinary Arts Institute's support team.

Essential Duties and Responsibilities:

- Assists the Culinary Outsourcing Specialist in requesting the purchase of materials, parts, supplies, food, wine, equipment and other commodities required for the operation of culinary school, restaurant and Café, campus and College catered events and other event as per school director
- Processes shipping and receiving orders for merchandise including student uniforms, enthusiast support materials, educational technology, parts, supplies, and other commodities to be used in the day to day operations of the program
- Assists students with the disbursement of necessary uniforms and tools for labs
- Dispatches products to all teaching kitchens, production kitchen, restaurant and student run Café
- Assists with the preparation of daily, weekly and monthly reports for transactions
- Assists in maintaining inventory control database using POS system
- Files completed purchase orders, processed internal requisitions for materials in the storerooms, delivery receipts, open accounts purchases, credit card reconciliation, and maintains the catalog of all inventory and supplies currently in use by the culinary arts department
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess computer skills, including the use of Microsoft Office applications
- Ability to maintain complex records, enter and retrieve large amount of data
- Must have excellent organization skills and have the ability to coordinate the workload for various simultaneous tasks
- Skills in typing statistical tabulations accurately
- Ability to work and communicate in a multi-ethnic/multi-cultural environment
- Ability to express ideas clearly concisely, verbally and in writing to groups and individuals

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is regularly required to lift boxes weighing up to 40 pounds, push, pull, and otherwise transport food and non-food items and materials about the building as required.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma and a minimum of two (2) years related work experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name