



West Valley - Mission

Community College District

CLASS SPECIFICATION

INSTRUCTIONAL TECHNICIAN – HOSPITALITY MANAGEMENT

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 56

DEFINITION

To operate an instructional laboratory and maintain relevant equipment, materials, and supplies; to facilitate student learning by providing technical assistance to faculty and students.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Instructional Technician class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Operate a hospitality management instructional laboratory to facilitate student learning in a practical setting.

Plan, organize and coordinate operational aspects of the Hospitality Management program

Purchase, store and distribute food and supplies for classrooms and instructional laboratories

Order, receive, store and inventory groceries and supplies for classroom and laboratory use; issue and distribute items as appropriate.

Provide information and assistance to instructors, students, college staff and the general public regarding the program and create a digital media presence.

Schedule, assign and review student assistant work.

Assist instructors during kitchen and laboratory instruction; observe, guide, and assist individual and small groups of students in laboratory activities and work assignments; reinforce concepts, techniques and practical applications presented by instructor.

Set up, operate, and demonstrate the use of appliances and equipment typically found in commercial kitchens including commercial stove and oven, steamer, broiler, beverage machines, clothes washer and dryer, blender, and mixer.

Maintain program areas in a clean and sanitary condition.

Provide instructional guidance and assistance in the proper use of kitchen equipment and appliances.

Communicate with instructors, vendors and suppliers regarding purchases, operations, and equipment.

Prepare and maintain records and reports related to the program's food and equipment inventory, petty cash, laboratory fees, equipment repair and special events requiring food service.

Maintain kitchen and laboratory areas in a clean and sanitary condition; maintain appropriate security of the building, instructional equipment, and food items; launder towels and aprons used in the program.

Adjust, maintain and perform minor repairs to kitchen equipment; schedule major repairs with District maintenance staff or outside vendors.

Set up, cook, and serve food for meetings and special functions.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operation, maintenance, organization and coordination of a hospitality management instructional laboratory facility with a kitchen, classrooms and serving area.

Commercial cooking, baking, and serving techniques.

Health and safety laws, practices and precautions used in a commercial food preparation and service environment.

Proper handling, storage and use of cleaning agents commonly used in sanitizing kitchen areas and equipment.

Proper storage and rotation of frozen and perishable food inventories.

Instructional principles, practices, techniques, and methodology.

Correct English usage, grammar, spelling and vocabulary.

Interpersonal skills including tact, patience, and courtesy.

Modern office practices, procedures, and equipment, including peripheral equipment, office machines and audio-visual equipment.

Ability to:

Interpret, apply, and explain policies, procedures and legal requirements.

Organize, coordinate, operate and maintain a hospitality management instructional laboratory facility including kitchen, classrooms and serving area.

Set up and prepare materials and equipment for scheduled laboratory activities.

Provide information and assistance to instructors, students and others concerning classroom and program activities.

Assist program specialist with special events and projects.

Purchase, receive, store, and distribute food and supplies for instructional activities and special functions.

Maintain classroom and instructional laboratory facilities and equipment in compliance with health and safety regulations.

Provide training and work direction to student assistants as assigned.

Communicate effectively both orally and in writing.

Work independently with minimal supervision.

Establish and maintain effective and cooperative working relationships with others.

Prepare and maintain records, reports, databases, files and lists.

Prioritize work to meet schedules and timelines.

Maintain timely and accurate records and reports.

Experience and Education

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

Experience:

Two years of increasingly responsible experience in the food service or hospitality industry.

Education:

Equivalent to an Associates degree from an accredited college with major coursework in hospitality or restaurant management or closely related field.

License and Certificate

Valid California driver's license.

Must obtain First Aid and CPR certification within probationary period.

EEO Category: Technical/Paraprofessional

Date Approved: September 27, 2023