



SJCOE
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Job Description

POSITION TITLE: Culinary Arts Assistant (TEMPORARY) #4079
San Joaquin County High School Apprentices Program
County Operated Schools and Programs (COSP)

SALARY PLACEMENT: San Joaquin County High School Apprenticeship Program
Salary Schedule

SUMMARY OF POSITION:

Under the general direction of management personnel, assist and support the San Joaquin County Office of Education's Culinary Arts Program in preparing catering services.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Must be a high school Junior, Senior, or recent graduate. in good standing with a San Joaquin County Office of Education school or school in San Joaquin County and be eligible to enroll in the San Joaquin County High School Apprentices Program and have work permit eligibility, if necessary. Must agree to be dual enrolled with high school and higher education institution (Community College) working toward completion of culinary and/or business courses.

SKILLS AND ABILITIES:

- familiar with food safety, food preparation, and event planning with focus on food service
- strong problem-solving, analytical and team working skills
- effective communication and interpersonal skills
- willingness to learn new technologies

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Demonstrate basic knife skills.
2. Obtain Serv Safe Certification.
3. Assist with food inventory management.
4. Develop a basic understanding of the restaurant business.
5. Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and outdoors (in a food services truck) and come in direct contact with SJCOE staff, district office staff, and the public.

