

**Federal Work Study
Job Description Form**

Job Title: Culinary Lab Support

Desired No. of Hires: 1-2

Department or Organization: Culinary Arts Department

Address (Off campus only): 164 Race Street Holyoke, Ma 01040

Supervisor: Maureen Hindle

Designee: Stacy Graves

Office: CAI 101

Office: CAI 218

Phone: 413-552-2408

Phone: 413-552-2823

Email: mhindle@hcc.edu

Email: sgraves@hcc.edu

General Job Description: The student will help with laundry, cleaning, and food preparation as directed by faculty and staff.

Detailed List of Duties: Washing, drying, and folding towels and aprons. Cleaning and sanitizing equipment as directed by faculty and staff: to include dusting the kitchens once a week at a minimum. Helping with food production: vacuum-sealing food, preparing stocks, requisitioning products for classes.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Skills and/or previous experience desired: Some professional kitchen experience and be in process or have a Servsafe Certificate.

Amount of supervision required: Regular Occasional Minimal *Student employees are not permitted to work without any supervision.*

Hours desired to cover (evening, weekend, etc.): Weekday, daytime hours

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Maureen Hindle

Lab Technician

May 25, 2021

Print Name of Supervisor

Title

Date

Please return completed form to drosado@hcc.edu