



Job Title:	Lab Assistant II (BPA)	Grade:	H
Department:	Hospitality Education/BPA	FLSA:	Nonexempt

General Function

Plans and coordinates laboratory activities to support instructional programs.

Characteristic Duties and Responsibilities:

1. Monitors laboratory/clinical/on-line activities; enforces rules and regulations and ensures safe environment.
2. Monitors students in a lab setting; process basic data entry.
3. Prepares facility for classes and ensures that work areas are clean and neat; ensures that equipment, materials, and handouts are laid out for classes.
4. Assists in maintaining laboratory equipment; performs simple maintenance, cleans and stores equipment when not in use, monitors condition, and notifies supervisor of any needed repairs.
5. Monitors inventory of materials and supplies, initiates ordering process as needed.
6. Maintains a library of materials which may include books, tapes, and magazines.
7. Maintains records of laboratory activities and student files including grades and attendance.

Reporting Relationships:

Direction Received: Reports to Instructor, Division Director, or Program Chair.

Minimum Requirements:

Associate Degree from a regionally accredited institution in Baking and Pastry Arts and two years of hospitality experience; physically able to lift and transport standard sized 50 pound food shipments; Serve Safe Certification required



Job Title:	Lab Assistant II (BPA)	Grade:	H
Department:	Hospitality Education/BPA	FLSA:	Nonexempt

Preferred Qualifications:

American Culinary Federation Certification
American Culinary Federation Membership
Have working knowledge of recipe and method cards and able to set up demonstrations and assist in demonstrating basic baking procedures

Knowledge. Skills. Abilities and Worker

Knowledge of laboratory procedures

Ability to work well with individuals with diverse background

Working Conditions:

Typical office/lab environment