

**Culinary Arts Laboratory Assistant** (PT)

Albany Technical College seeks a part-time Culinary Arts Laboratory Assistant. Under general supervision, the Culinary Arts Lab Assistant will assist with high-quality instruction for Culinary Arts courses at the College. He/she will assist the Culinary Arts instructors with performing routine, standardized laboratory work requiring close attention to detailed procedures in the preparation and basic maintenance and operation of lab equipment, inventory and requisition of supplies, assisting faculty in the supervision of students assigned to labs, assisting faculty with catering events, and other related duties. He/she will assist faculty members with classroom instruction, exams, record keeping, adherence to safety and sanitation procedures, tracking attendance, and other miscellaneous tasks related to instruction. The lab assistant will tutor or mentor students, perform laboratory research, and clean labs as needed. The Culinary Arts Lab Assistant will ensure that industry-related certification(s) are maintained. This position employs persons on an individual academic term basis and may require day and evening hours. The Culinary Arts Lab Assistant will perform other duties as assigned to include assisting in the Culinary Restaurant and the Titan Café.

**Minimum Qualifications:** Minimum qualifications include a diploma in Culinary Arts or a related field, with verifiable academic credentials, qualifications, or competencies appropriate for assisting in the culinary laboratories, and three (3) years of culinary work-related experience within the last seven (7) years.

**Preferred Qualifications:** Preferred qualifications include an Associate’s or Bachelor’s Degree in Culinary Arts or a related field, with verifiable academic credentials, qualifications, or competencies appropriate for assisting in the labs, and three (3) years of culinary work-related experience within the last seven (7) years.

**Physical Demands:** Work is typically performed in a classroom or laboratory setting with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of light to medium weight.

**Salary/Benefits:** *This position pays $15.00 per hour.**This is a part-time position and does not include insurance benefits. Work hours will not exceed 29 per week, and the work schedule may include evening hours.*

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . **As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details).** This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**Trenna Marshall HR Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.3619 | **Equal Opportunity Officer:**Lola K. Edwards-Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator,1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |