



Instructional Aide – Culinary

STARTING DATE: 2018 - 2019 School Year
REPORTS TO: Human Services Supervisor
WORK YEAR: 9 months, per Board adopted school calendar
SALARY RANGE: Appropriate step on Instructional Aide Salary Schedule – based on experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Valid state department of education license/permit or ability to obtain.
- Ability to work as a team member with Culinary Instructor(s) and interact positively with students, staff and customers
- Ability to organize and complete work in a timely, efficient and accurate manner
- Minimum three years of experience in culinary /food service/hospitality environment (i.e. hotel environment)
- Behavioral management skills substantiated by training and work experience
- Ability to guide students using a combination of subject matter and lab experiences designed to be preparatory for career choices / post-secondary opportunities in the Culinary field
- Serve Safe certificate or ability to obtain within 6 months of hire date
- Minimum high school diploma or GED- two-year degree in Culinary Arts or related field preferred
- Must be able to tolerate standing for extended periods of time
- Ability to individually lift, carry and/or move objects with a minimum weight of 40 pounds including, but not limited to supplies and equipment; and/or help others with heavy objects
- Excellent oral, written, and computer communication skills
- Documented evidence of a clear criminal record
- Bus driver/ van driver permit, or ability to obtain

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Assist Culinary Instructor in instruction, development, and supervision of student skills
- Assist Culinary Instructor with food preparation operations and may include customer dining area and kitchen prep
- Assist in maintaining dry and cold storage areas, uniform room, classroom and related areas
- Demonstrated ability to interact with guest visiting for catering events and activities.
- Demonstrated flexibility to work before or after hour events
- Ability to know and carry out routines and plans to assist a substitute teacher
- Knowledge of Competition events is a plus; i.e.: FCCLA, SkillsUSA & ProStart
- Have in-depth knowledge of kitchen equipment and their functions
- Provide appropriate control and direction for student behavior
- Observe and report students' work / classroom behaviors to the Instructor
- Assist in planning and ordering of products
- Assist in event planning, quote development for event costs, and customer contacts
- Balance and deposit receipts daily
- Serve as an appropriate example for student work behaviors
- Participate in professional development and recruitment opportunities as assigned
- Assist in the day-to-day facilitation of instruction and demonstrations
- Work under the guidelines of Penta's Mission Statement and goals
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout employment
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Supervisor, or their designee(s)

DEADLINE: Open until filled. Submit letter of interest, application and résumé.

APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551