Job Description
Culinary Department
Culinary Assistant (morning class)
Location: Berkeley, CA

Part-time: 21 hours per week
Monday-Wednesday, 8:30am-4:00pm

Hourly, Non-Exempt

Job Summary
The Culinary Assistant reports to the Kitchen Manager and serves in an apprentice role, assisting with all aspects of kitchen management, chef instructor interface, cooking lab safety, sanitation, timeline management, and inventory management for the Natural Chef Program at Bauman College. The Culinary Assistant will work closely with the Kitchen Manager to ensure all kitchen and pantry systems are maintained and operated properly, be it for the Natural Chef program or any other Bauman College event, such as Open House, Commencement, Community Classes, etc.

Weekly schedule for the Culinary Assistant is as follows:
AM Culinary Assistant: Monday, Tuesday, and Wednesday, from 8:30am to 4:00pm, with a mandatory 30-minute lunch break; shifts are seven hours each, for a total 21 hours per week.

In addition:
Culinary Assistants will, from time to time, be required to work events outside of their regular shifts. These events include Bauman College Open Houses, Community Cooking Classes, and the Natural Chef Showcase Event.

Key Responsibilities
- Primary interface with students, responsible for face to face communication with daily stewards, providing guidance for demo mise en place and ingredient ID tray set up.
- Perform routine uniform checks and maintain high cleanliness, sanitation, and safety standards in the kitchen environment at all times.
- Before and after class, discuss kitchen logistics for the next day with the KM and relay information to students when appropriate; note special set up or plan according to Resource Guide.
- Take attendance on a daily basis, orally communicate tardy status to students who arrive late; enforce late arrival/early leave policy and track in Dashboard.
- Track student in-house hours and record in Dashboard.
- Team with instructors to enforce school policies, guidelines and expectations in regard to student compliance.
• Prepare for next day/week of class by:
  ▪ Setting up classroom, soaking ingredients, etc.
  ▪ Assisting KM in ordering produce or creating shopping lists, as needed.
• Relay information to KM for replacing any broken equipment or buy new with the approval of CPD.
• Oversee clean up at the end of class, and ensure “clean as you go” compliance during cooking labs.
• Delegate additional tasks to students or reconfigure clean up duties due to absences.
• Last point of contact for students before they leave for the day.

Job Requirements (Minimum)
• Natural Chef Certificate from Bauman College, or equivalent culinary training
• Current ServSafe®Manager Certification
• Working computer skills, such as proficiency in MS Office suite, Gmail, and Google Drive
• Highly organized, responsible, reliable, with excellent follow through and open communication

This Job Description is only a summary of the typical functions of the position and not a comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of this position might differ from those outlined in the Job Description. Other duties, as assigned, might be part of the job.