

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION - CLASSIFIED**

**POSITION TITLE:** VOCATIONAL ASSISTANT - CULINARY ARTS

**RANGE:** 34

**DIRECT SUPERVISOR:** Site Administrator or Principal

**BASIC FUNCTION:** Under the general supervision of the site administrator and direction of the culinary educator, assists in the performance of their duties, supervision of students and instructional tasks.

**DISTINGUISHING CHARACTERISTICS:** Positions assigned to this class are distinguished from instructional assistant primarily by the independence to perform assigned duties according to a developed plan or outline and expectation to have background, knowledge, and certification in the culinary field.

**REPRESENTATIVE DUTIES:** *The following duties are examples of assignments performed by this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.*

- Provides technical and complex instructional duties in the training and supervision of students in the vocational classroom/lab.
- Assists in teaching functions of the commercial kitchen, short order cooking and dining room service.
- Demonstrates or describes the proper operation of equipment, tools, machinery, instruments, and class materials.
- Prepares and issues supplies, equipment, materials, and tools in and out; maintains appropriate records.
- Under the direction of the teacher, plans, prepares, and sets up a lab for demonstrations, procedures, hands-on assignments, and exams according to established guidelines.
- Removes lab set-ups, assures proper storage of equipment and tools; maintains, cleans, and repairs a variety of tools and equipment as appropriate.
- Assists classroom students cleaning and sanitizing culinary equipment, dishes, utensils and serving areas in accordance with established sanitation standards.
- Assists certificated staff and students in the safe and proper use and care of tools, instruments, and equipment including mixer, food-processor, dishwasher, ovens, grills, and broilers.
- Collects money owed to the program for work performed by students and/or fundraisers, according to District procedures.
- Communicates with vendors; researches and obtains quotes for purchase, and assists in requisitioning supplies, equipment, and tools.
- Observes and guides students in completing activities.
- Prepares and maintains various records and reports related to lab operations and activities as required, including basic bookkeeping, inventory, damage and repair of equipment and supplies.
- Assist in stocking, storage, rotation and inventory of food service supplies and materials.
- Assist classroom students and the teacher with laundry from culinary activities.

- Maintains a safe, secure, and orderly workspace.
- Performs the varied duties of an instructional assistant.

**OTHER DUTIES**

- Performs other job-related duties as assigned.

**QUALIFICATIONS:**

**Knowledge:**

- Proper English usage, spelling, grammar, and punctuation
- Basic arithmetic including the use of measurements in following recipes
- Safety practices in group or individual activities
- Modern office equipment
- Basic food prep, cutting, cooking, baking, food storage, kitchen equipment use, safety and sanitation

**Skills and Abilities:**

- Learn and implement the methods, terminology, materials, tools and equipment used in assigned lab
- Assist students in understanding and applying basic principles of the subject area
- Learn, demonstrate, and follow health and sanitation requirements.
- Operate industrial kitchen equipment safely and efficiently
- Advise students in the proper operation and use of assigned instructional equipment.
- Explain work assignments to students.
- Use a variety of tools and equipment properly and safely
- Work with and motivate students to participate in learning activities
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate in English clearly and concisely, both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students from diverse backgrounds
- Physically participate in classroom/lab activities
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties
- Operate a variety of office machines including computers
- Analyze situations accurately and adopt an effective course of action
- Be flexible, in the work environment, where there are frequent interruptions, while maintaining a positive attitude
- Handle information in a discreet and confidential manner
- Exercise reasonable judgment in unusual circumstances
- Analyze situations accurately and adopt an effective course of action
- Understand and carry out oral and written directions
- Work under general supervision and function effectively within a team setting
- Perform appropriate First Aid and CPR when necessary
- Initiate and maintain records
- Meet schedules and timelines
- Assume responsibility for and use good judgment in recognizing scope of authority

**Education and Experience:** *Any combination of education, training, and experience that*

*would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education as required by Every Student Succeeds Act (ESSA):

- High school diploma or equivalent AND two (2) years of higher education study (48 semester units); **OR**
- Associate's or higher degree; **OR**
- Ability to meet a rigorous standard of quality and able to demonstrate, through a formal State or local academic assessment, knowledge or and the ability to assist in instructing, reading, writing and mathematics.

**AND**

- Minimum of one (1) year demonstrated experience working in a restaurant or industrial kitchen with responsibility for food preparation.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid First Aid and Certification within six (6) months of employment
- Valid ServSafe Food Handler Certification within three (3) months of employment

**DESIRABLE QUALIFICATIONS:**

- College degree or certification in Culinary Arts or equivalent
- Possession of a valid California Driver's license

**PHYSICAL DEMANDS:** *Incorporated within one or more of the essential functions of this position are the following essential physical requirements.*

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing students and reading instructional materials, tests, student records and other printed matter
- Listen to and understand information and ideas presented through spoken words and sentences
- Communicate information and ideas in speaking so others will understand
- Communicate using the telephone and two-way radio
- Operate industrial kitchen equipment, computer, and other classroom equipment used in the course of work, with dexterity
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry classroom, grocery, and program supplies.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions.

**WORKING CONDITIONS:**

Indoor working environment in a kitchen lab and classroom.

**HAZARDS**

Potential hazards include burns from hot surfaces, equipment, and liquids; cuts from knives and other sharp objects; and potential fire and electrical hazards.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: April 3, 2025