

MONTEREY PENINSULA COLLEGE

HOSPITALITY LABORATORY COORDINATOR

JOB SUMMARY: Under the direction of the academic administrator assigned to the Hospitality/Culinary Arts programs, coordinate and support laboratory activities in the Hospitality Department, including coordinating purchasing of materials, supplies, and equipment; preparation and maintenance of equipment used in laboratories and program events; and supporting faculty with preparation of laboratory sessions and class demonstrations. Perform varied support activities, and related work assignments as required.

Duties and Essential Functions

- Prepare and set up equipment and materials for laboratory sessions and class demonstrations according to the instructions of the faculty; return equipment from laboratory sessions and class demonstrations in a timely fashion;
- Acquire, control, safely store, operate, maintain, and repair inventory of laboratory equipment, and materials. This includes safety and sanitation of lab equipment and lab environment;
- Coordinate, train and supervise student employees; provide appropriate student safety training; maintain records of training;
- Perform regular inspections of all program and laboratory equipment, storage areas, safety equipment, and materials in stockrooms, classrooms, and labs;
- Maintain accurate inventory of equipment, supplies and materials; facilitate the purchasing of all necessary materials, resources, and supplies for program events and classroom and lab activities as outlined by faculty;
- Coordinate the scheduling and use of facilities and equipment with other staff and faculty. Perform and/or arrange for maintenance and repair of laboratory equipment as needed;
- Coordinate storage of all materials; coordinate equipment, resource, and material checkout and return; ensure that all returned items are maintained in clean, working order;
- Promote safe and sanitary laboratory conditions and practices; follow all standard safety and sanitation procedures; recognize and resolve potential safety and sanitation problems by performing routine inspections of materials, resources, equipment, and the laboratory environment;

- Assist faculty with organizing field trip logistics; transporting students, student aides, and program resources (including materials and equipment) to field sites;
- Work in collaboration with Department and Division personnel to monitor program facilities, including laboratory plumbing, utilities, ventilation, and fume hoods; promptly report problems for repair/maintenance;
- Participate in Department and Division meetings and assist department faculty in writing Action Plans, Instructional Equipment Requests, and Program Review;
- Develop and maintain laboratory budgets in coordination with faculty and Dean; maintain receipts of purchases, reconcile credit card and purchase orders; maintain accurate fiscal records related to purchases;
- Assist with coordination of required safety and sanitation training; participate in required safety and sanitation training;
- Assist in the development of new laboratory procedures; serve as a resource to instructors; recommend laboratory equipment and supplies;
- Oversee the Hospitality/Culinary Arts garden and composting; including planting, ensuring proper irrigation, harvesting, and securing garden area according to the instructions of program faculty;
- Assist Instructors with Lab and Lecture Videos for online instruction as needed;
- Assemble lab ingredient bags for distance learning classes as needed.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

Education and Experience:

Any combinations of education, training, and experience which would indicate possession of the required knowledge and abilities listed herein. For example, completion of up to two (2) years of college course work in Culinary Arts and/or Hospitality or a closely related field, and two years of recent experience which provided specific demonstrable knowledge of and skills in the Culinary Arts and Hospitality field.

Knowledge

Knowledge of: the subject matter, terminology, properties, laboratory techniques, specialized instruments, equipment and materials to be used; how to respond to laboratory accidents, and the current regulations and recommendations for the safe handling, storage, and disposal of food; basic needs and requirements of students in the area to which assigned; methodology for

individualized instruction; computer applications including word processing, database management and industry software as required to fulfill the requirements of the job. Basic understanding of garden maintenance and composting or the willingness to learn. Understanding best practices for purchasing perishable and non-perishable materials, supplies, and resources to fulfill lab requirements in a timely manner and store them properly for instructor and student use.

Abilities

Ability to: work with little supervision; prioritize tasks and multitask; carry out oral and written instructions; use specialized instruments, equipment and machinery. Communicate satisfactorily in both oral and written form; demonstrate an understanding, patient, and receptive attitude toward student learning; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; accurately and effectively use word processing and database management and other software programs as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical Moderate to heavy physical effort; frequent standing and walking; periodic handling of parcels or supplies up to 50 lbs. Work environment includes indoor/outdoor work with periodic exposure to environmental extremes. Position will require frequent trips to stores, event sites, and other locations as necessary to meet the needs of the program.

Licenses and Certificates Required

Possession of or ability to obtain a valid California Driver's license in appropriate class for vehicle(s) used. Possession of or ability to obtain a valid ServSafe certification.

Classified Salary Range: Range 18