

### Federal Work Study Program Job Description

Job Title	Student Worker	Job Classification	Aide	
Department	HCTI	Employer	Monroe Center 200 Monroe Ave. Frederic	
Team	Academic Affairs CEWD	Office Location	Monroe	
Phone		Room Number	123	Rate of Pay \$11.50
Supervisor	Mary Evans	Supervisor (other) email		
Employment Beginning		Employment Ending		

Department Job Descriptions are approved on a yearly basis (July 1, 2019– June 30, 2020) and should reflect the needs of the Department for the upcoming year. Individual student work agreements are written on a semester by semester basis.

#### Purpose/Role within the Organization

The HCTI work study will provide skilled support to the HCTI team and program. Position emphasizes the development of culinary and hospitality management skills and proper commercial kitchen and dining room operations.

#### Job Duties & Responsibilities

Duties include:  
 Assist the Culinary Lab Coordinator, Instructors and Staff with overall kitchen operations. This includes maintaining operation of the kitchen laboratory spaces and equipment to ensure a safe and sanitary learning experience.  
 Maintain daily laundering/stocking of towels and consumables.  
 Maintain communication and maintenance logs in the lab space.  
 Assist with the operation and maintenance of the restaurant dining space when in use.  
 Assist with inventory, receiving and proper storage of food and supplies as well as maintain the walk-ins for proper food labeling and rotation.  
 Assist the Lab Coordinator in maintaining par levels and non-perishable stock.  
 Assist with maintaining all storage areas in a clean and organized manner.  
 Assist Instructors with lab

#### Preferred Skills & Qualifications

Attention to detail.  
 Able to lift 50 pounds.  
 Non-slip shoes and adherence to proper kitchen attire.

*Student must have financial need based on the FAFSA*

**Evaluation Procedure & Schedules** 30 Day Student Worker evaluations are recommended but not required.