

# Howard Community College

## Workstudy Job Description

<b>Job Number:</b>	254
<b>Job Title:</b>	Culinary/Baking Program Assistant
<b>Department Name:</b>	Business and Computers
<b>Supervisor Name:</b>	David Milburn
<b>Supervisor Phone #:</b>	443-518-4818
<b>Supervisor Email:</b>	dmilburn@howardcc.edu
<b>Employer Address:</b>	10901 little Patuxent Pkwy Columbia MD 21044
<b>Location Student Will Work (If Different from Above):</b>	On-Campus

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	<ul style="list-style-type: none"> <li>• Purchasing, receiving and inventory of lab supplies.</li> <li>• Upkeep of lab spaces, equipment storage and food storage areas. This includes cleaning and maintenance of space and equipment, as well and organization and items in the CHCS department. It also includes setting up the labs for instructors as directed.</li> <li>• Assist in special events with set up break down and preparation of items for the event.</li> <li>• Working in the Dining Lab as needed to include, assisting customers, making drinks and filling food orders, setup and teardown of service counter, and cleaning duties.</li> <li>• Act as a student ambassadors to the program and assist in program outreach activities.</li> <li>• Work the sales counter when needed for the distribution of the program produced products.</li> <li>• Other duties as needed. Requires: Knowledge of general professional kitchen operations; Excellent communication skills; Working knowledge of mathematical calculations; Proficient with MS Office, Internet (Facebook, Twitter, etc.) ; Positive outlook; Ability to lift up to 25 lbs.</li> </ul>
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<b>Qualifications / Experience Required:</b>	Enrolled in a Culinary or Baking Program at HCC
<b>Pay Grade</b>	2
<b>Pay Rate</b>	\$13.00 (Year 1) \$13.25 (Year 2)