

Please Note: If you are applying for more than one position, please submit a separate, complete application



INTENT TO EMPLOY

Posting Date: January 14, 2021

Position: Culinary Laboratory Technician

Minimum Qualifications:

1. Associate degree in Culinary/Hospitality or degree in a related field **required**.
2. Two years of related Industry experience **required**.
3. ServeSafe Certified **required**.

Primary Purpose This full-time position will be responsible for the operation and care of food laboratories, dining room, and all equipment and supplies in the rooms. The position reports to the Purchasing Manager/Instructor Culinary/Hospitality. The employee will:

Job Functions:

1. Be responsible for the care of all equipment, chinaware, glassware, flatware, serving pieces and linens.
2. Be responsible for maintaining the cleanliness of the food labs.
3. Be responsible for inventorying all small equipment and tableware at the end of the semester.
4. Be responsible for preparing the weekly market order for consumable laboratory supplies, shop at grocery store as needed, and properly store supplies.
5. Assist with functions and help set up food for labs.
6. Be responsible for preparing check request and any filing needs to assist program director.
7. Help with any paperwork required for billing from events to office supplies.
8. Perform institutional responsibilities that contribute to the fulfillment of the College's mission.
9. Follow institutional policies and procedures that fulfill the terms of one's employment.
10. Supervise and work with work study students.
11. Assist with CUA lab class instruction
12. Perform other duties as assigned.

Salary: \$26,129.00 to \$40,986.00 based on ACCS Board of Trustees Salary Schedule E4/06 education and experience.

Application Deadline: 4:30 p.m., January 29, 2021

Application Procedure: A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date, and from an accredited institution**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)
5. Certification

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7899 or 856-8598
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***