Federal Work Study
Job Description Form

Job Title: Culinary Lab Support
Desired No. of Hires: 1-2

Department or Organization: Culinary Arts Department

Address (Off campus only): 164 Race Street Holyoke, Ma 01040

Supervisor: Maureen Hindle
Office: CAI 101
Phone: 413-552-2408
Email: mhindle@hcc.edu

Designee: Stacy Graves
Office: CAI 218
Phone: 413-552-2823
Email: sgraves@hcc.edu

General Job Description: The student will help with laundry, cleaning, and food preparation as directed by faculty and staff.

Detailed List of Duties: Washing, drying, and folding towels and aprons. Cleaning and sanitizing equipment as directed by faculty and staff: to include dusting the kitchens once a week at a minimum. Helping with food production: vacuum-sealing food, preparing stocks, requisitioning products for classes.

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.

Skills and/or previous experience desired: Some professional kitchen experience and be in process or have a Servsafe Certificate.

Amount of supervision required: ☒ Regular ☐ Occasional ☐ Minimal Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Weekday, daytime hours

How to Apply: Contact supervisor/designee listed above.
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<tr>
<th>Print Name of Supervisor</th>
<th>Title</th>
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<tr>
<td>Maureen Hindle</td>
<td>Lab Technician</td>
<td>May 25, 2021</td>
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Please return completed form to drosado@hcc.edu