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Holyoke, MA 01040  
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Financial Aid Office  
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**Federal Work Study  
Job Description Form**

**Job Title:** Lab Assistant

**Desired No. of Hires:**

**Department or Organization:** Hospitality & Culinary Arts

**Address (Off campus only):**

**Supervisor:** Kristine Ricker Choleva

**Designee:**

**Office:** Kittredge Center 404

**Office:**

**Phone:** 413-552-2284

**Phone:**

**Email:** [kcholeva@hcc.edu](mailto:kcholeva@hcc.edu)

**Email:**

**General Job Description:**

Assist and provide technical support to Hospitality and Culinary Arts faculty and staff at the HCC MGM Culinary Arts Institute, 164 Race Street, Holyoke.

**Detailed List of Duties:**

Duties as assigned by laboratory technicians in the support of culinary laboratory classes including but not limited to: washing, drying and folding laundry; organizing of linen storage, cleaning of kitchen equipment and lab spaces; washing dishes and organizing smallwares; receiving and organizing food; setting the dining room for functions; and preparing food for labs.

**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:**

Able to work hours needed to support the program; punctual and reliable; professional kitchen or food preparation experience helpful; current or former student in the culinary arts program preferred but not required.

**Amount of supervision required:**

Regular     Occasional     Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):**

**How to Apply:** Contact supervisor/designee listed above.

**Completed and Submitted By:**

Kristine Ricker-Choleva  
Print Name of Supervisor

Interim Dean, Business & Technology Division  
Title

October 4, 2018  
Date