

**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: Tracy Carter

Office: CAI 208

Phone: 413-552-2548

Email: tcarter@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.

Completed and Submitted By:

Maureen Hindle

Lab Technician

September 29, 2025

Print Name of Supervisor

Title

Date

Please return completed form to drosado@hcc.edu