

**Culinary Arts Laboratory Assistant** (PT)

**Location:** Dougherty County Campus

Albany Technical College seeks a part-time Culinary Arts Laboratory Assistant. Under general supervision, the Culinary Arts Lab Assistant will assist with high quality instruction for Culinary Arts courses at the College. He/she will assist the Culinary Arts instructors with performing routine standardized laboratory work requiring close attention to detailed procedures in the preparation and basic maintenance and operation of lab equipment, inventory and requisition of supplies, assisting faculty in supervision of students assigned to labs, and other related duties and is employed on an individual academic term basis. He/she will assist faculty members with classroom instruction, exams, record keeping, adherence to safety and sanitation procedures, tracking attendance and other miscellaneous tasks related to instruction. The lab assistant with tutor or mentor students, perform laboratory research and clean labs as needed. The Culinary Arts Lab Assistant will ensure that industry related certification(s) are maintained. This position requires day and evening hours.

**Minimum Qualifications:** The applicant MUST have Diploma in Culinary Arts or related field with verifiable academic credentials, qualifications, or competencies appropriate for assisting in the culinary laboratories, with three (3) years of work related experience within the last seven (7) years.

**Preferred Qualifications:**  The applicant MUST have an Associate’s or Bachelor’s Degree in Culinary Arts, or related field with verifiable academic credentials, qualifications, or competencies appropriate for assisting in the labs.

**Physical Demands:** Work is typically performed in a classroom or laboratory setting with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight.

**Salary/Benefits:** Salaryis commensurate with education and work experience. This is a part-time position and does not include insurance benefits; work hours will not exceed 29 per week. Work schedule may include online courses, as assigned.

**Application Deadline:** Position will remain open until filled. All application packets MUST be completed via the Online Job Center at [www.albanytech.edu](http://www.albanytech.edu); please click on Albany Tech Employment. As a part of the application process, interested candidates shall be required to upload other documents including: a cover letter addressing qualifications, and a resume with complete work history including the names, addresses and phone numbers of professional (work-related) references, copies of unofficial transcripts from colleges/universities and any related training certificates (see job center listing for more details). Incomplete submissions will not be considered. For more information regarding this position or application instructions, please contact the Human Resources Office at hr@albanytech.edu. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history

check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**Kathy Skates, Vice-President of Administration1704 South Slappey Blvd.Albany, GA 31701229.430.3524 | **Equal Opportunity Officer:**Lola K. Edwards-Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator,1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |