

# TRINIDAD AND TOBAGO HOSPITALITY AND TOURISM INSTITUTE

## JOB DESCRIPTION

**JOB TITLE: LAB ASSISTANT- ACADEMIC DIVISION**

### **JOB SUMMARY:**

The laboratory assistants assigned to the Academic Division come under the direct supervision of the Head, Academic Division. The specific job functions of this Lab Assistant include but are not limited to:

### **Duties and Responsibilities:**

- Assisting course instructor with determining requisition and food and beverage needs
- Preparing requisitions via peach tree and obtaining appropriate signatures
- Issuing and monitoring the equipment provided to the dining room, bars and kitchens.
- Receiving/ picking up and ensuring requisitioned classroom supplies and ingredients from Stores Department so students can efficiently complete the dining room, bar service and in-class cooking and preparation assignments.
- Providing assistance to the Instructor and students during actual classes/events and overseeing lab set-up and breakdown
- Ensuring used linens are properly sorted, dried, bagged and tagged before they are sent to the cleaners
- Assisting Instructor with the monitoring of day-to-day activities with respect to the use of utensils and maintaining par stock
- Maintaining and organising, cleaning and sanitising stillroom, bar area, and kitchens assisting Instructor(s) as needed.
- Assisting in the Cafeteria when required.
- Conducting daily checks on kitchens and bars to record excess/wastage ingredients at the end of classes.
- Ensuring proper storage of excess ingredients to be re-used the next day or provided to the café.
- Completing monthly inventory reports on excess/wastage ingredients in the kitchens.
- Performs other related duties as required.

**Knowledge, Skills and Abilities:**

- Broad knowledge of the food production/culinary arts
- Sound knowledge of different food and beverage service styles
- Sound knowledge of bar and beverage operations and use of commercial food and beverage service equipment.
- Ability to keep up-to-date on changes in technology, policies and procedures to maintain current working knowledge.
- Knowledge of basic first aid procedures.
- Ability to perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques and standards with minimal supervision
- Ability to demonstrate, use and maintain equipment/tools/implements/utensils in a safe and correct manner.
- Ability to listen actively and demonstrate understanding
- Ability to make timely decisions appropriate to the situation, circumstances, and facts at hand.
- Ability to deal in a fair and courteous manner with a variety of individuals.
- Ability to plan, organize, schedule, assign, coordinate, and monitor the work of students.
- Ability to work a flexible schedule.
- Excellent interpersonal skills with the ability to effectively communicate orally and in writing to students, faculty, staff and the general public in a courteous and professional manner.
- Ability to perform all the essential functions of this job.

**Responsibility for Assets:** \$10,001- \$50,000

**Responsibility for Supervision:** NIL

**Minimum Qualifications and Experience:**

- Associate Degree in Food and Beverage Management or Culinary Management.
- A minimum of one (1) year experience in a similar or related position.
- An equivalent combination of training and experience will also be considered.