



Teaching Assistant - Culinary Arts

STARTING DATE: 2026-2027 School Year
REPORTS TO: Assigned Supervisor
WORK YEAR: 191 days as per Board-adopted calendar; 6 hours per day
SALARY RANGE: Appropriate step on Classified Salary Schedule - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School Diploma or equivalent
- Possess Serv-Safe and Pro-Start Certification (or commitment to obtain)
- Appropriate valid Ohio Instructional Aide Certificate or Teaching License (or ability to obtain) and familiarity with requirements for each
- Minimum three years' experience in culinary / food service / hospitality / hostess environment preferred
- Ability to work as a team member with the Culinary Instructor and interact positively with students, staff and customers
- Ability to guide high school students using a combination of subject matter and lab experiences designed to prepare students for career choices/post-secondary opportunities in the culinary or hospitality fields
- Highly motivated self-starter with a demonstrated ability to work with students having a variety of needs and abilities in a team environment
- Proficiency with technology; familiarity with point-of-sale systems, supply ordering and inventory control
- Effective organizational and time management skills; excellent oral and written communications skills
- Must be able to tolerate standing for extended periods of time
- Ability to lift, carry and/or move objects with a minimum weight of 40 pounds including, but not limited to, supplies and equipment
- Demonstrated problem solving abilities, ability to communicate clearly and prioritize multiple tasks
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record
- Ability to complete necessary training to obtain and maintain van driver certification

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Assist Culinary Instructor in providing supervision, assistance, development and or instruction related to student culinary skills
- Assist Culinary Instructor with restaurant operations and ordering of supplies along with training in the customer dining area and food prep
- Assist in maintaining dry and cold storage areas, uniform room and dining room
- Transport students to as necessary; Ability to obtain Ohio School Van Driver Certification within 6 months of appointment
- Ability to interact with restaurant customers via internet communications, face-to-face connections, phone reservations
- Knowledge of "front of house" operations
- Flexibility of working evening and weekend events
- Ability to know routines and plans in case of a substitute teacher
- Knowledge of culinary student organizations such as FCCLA, SkillsUSA & ProStart
- Have in-depth knowledge of all kitchen equipment and how it functions
- Provide appropriate control and direction for student behavior
- Observe and report students' work / classroom behaviors to the Instructor
- Assist in menu planning and ordering of product
- Assist in event planning, quote development for event costs, and customer contacts
- Balance and deposit receipts daily
- Serve as an appropriate example for student work behaviors
- Participate in professional development and recruitment opportunities
- Work under the guidelines of the Greene County Career Center's Mission Statement and goals
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Performs other specific job-related duties as directed

DEADLINE: Open until filled.
Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process or submit online application at [Job Openings - Strategic Solutions \(myscvview.com\)](http://Job Openings - Strategic Solutions (myscvview.com))

Greene County Career Center
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