

# EMPLOYMENT OPPORTUNITY

Lakeshore Technical College does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, sexual orientation, genetics, lack of English skills, arrest or conviction record, political affiliation, marital status, or other protected categories, in its services, employment, programs, and/or educational programs and activities, including but not limited to admissions, access and participation. The College attempts to be in compliance with all federal laws including but not limited to Title IX & Section 504. Inquiries regarding nondiscrimination policies are handled by the Chief Human Resources Officer/Affirmative Action Officer, 1290 North Avenue, Cleveland WI 53015, phone 920.693.1163 or 888.468.6582, ext. 1163.

Lakeshore Technical College provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities. Persons requiring accommodation to access the College's programs, services, and/or employment should call LTC at 920.693.1000 or 888.GO TO LTC (888.468.6582), or TTY 711.

Telephone: 1.888.GOTOLTC

Website: [www.gotoltc.edu](http://www.gotoltc.edu)

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**Job Title:** Culinary Event Assistant (Part-Time; Limited Term Employment)  
**Employment Classification:** Support Staff ~ \$13.23 per hour  
**Reports To:** Dean of Business and Technology  
**Location:** Lakeshore Culinary Institute – Sheboygan, Wisconsin

**Employment and Work Schedule:** Sunday thru Saturday (On an as needed basis)  
Flexible day, night and weekend hours to meet the needs of our customers

## Purpose

Provide leadership and work directions to culinary students while assisting in coordination of kitchen and banquet activities.

## Job Description

- Responsible for assisting the instructors and the students in the kitchen as well as general responsibilities of prep work, set up, organization, and general cleanup.
- Promote and speak about the culinary arts program through LTC sponsored events which could include our open houses, culinary competitions, and any other events.
- React quickly to change, communicate effectively, and implement processes to meet the needs of the customers, students, school and the restaurant facility.
- Directly impact our guest's experience by answering any questions they may have regarding the school and restaurant.
- Prepare food neatly and quickly by following recipes accurately and according to approved preparation processes including maintaining appropriate portion control and monitoring food quality.
- Follow ServSafe sanitation standards and maintain proper handling and safety standards while preparing and cooking food.
- Take feedback and direction from your supervisor to ensure your continued improvement.
- Develop a positive working relationship with the rest of your team as well as promoting teamwork and leading by example.
- Maintain a professional appearance according to the culinary student handbook.
- Provide 5 Star Customer Service to both internal and external customers.

## Qualifications/Training/Experience\*

- High school diploma or equivalent and one year technical diploma or equivalent is required with one to one and one-half years recent related occupational experience in culinary or restaurant operations preferred, preferably in a fine dining restaurant or kitchen setting.
- Ability to consistently use sound judgment and flexibility while working with initiative and independence within a collaborative team environment.
- Must commit to an excellent customer service attitude, professionalism, and critical thinking skills.
- Demonstrate communication skills; both oral and written.
- Must possess strong organizational and follow-through skills and resourcefulness.

(Over...)

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*(Continued...)*

- Ability to complete multiple tasks in a timely fashion.
- Exemplify college values in all staff and student interactions, as well as services delivered.
- Ability to establish and maintain effective working relationships and relate successfully with staff, students, and citizens of diverse cultural, social or educational backgrounds.

**\*Note:** *Meeting the minimum requirements does not guarantee an interview for a position.*

\*\*Fluent, bilingual individual is beneficial.

**Condition of Employment**

- Employment conditional on completion of a Background Information Disclosure (BID) and the results acceptable to the College.

**Recruitment Period:** Ongoing

**Online Application Process**

The LTC online employment application must be completed in its entirety to be considered for a position at Lakeshore Technical College. To access the online application, visit [www.gotoltc.edu](http://www.gotoltc.edu), navigate to 'Just for You' and click on 'Job Seekers', choose 'View Employment Opportunities' to create an account login and to apply for the position. For additional assistance, please contact Human Resources at 920.693.1863.