

**PIKE CAREER & STEM CENTER**  
**INSTRUCTIONAL ASSISTANT – CULINARY ARTS & HOSPITALITY**

**The Instructional Assistant will work under the collaboration and direction of the Director of the Pike Career & STEM Center and the Culinary Arts & Hospitality Teacher.**

**Duties will include the following:**

- Lead Assistant in the preparation of students for a variety of “front of the house” opportunities by providing skills and techniques including but not limited to:
  - Wait Staffing & Hosting
  - Restaurant Management
  - Table Service Techniques & Etiquette
  - Food and Beverage Operations
  - Culinary Supervision and Leadership
- Manage the “front of the house” including restaurant operations, supervising students, linen and supply/product ordering, etc.
- Schedule the use of The Red Zone Cafe by internal (faculty & staff of Pike High School) and external customers. Assist students with event planning (communicate with customers, plan menus, and supervise reservation process).
- Working with students who may need additional assistance on assignments and projects.
- Perform other related duties as assigned.

**Knowledge:**

- Instructional methods and techniques.
- General needs and behavior of students of various backgrounds.
- Record-keeping techniques.
- English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communications skills.
- Technical aspects of all areas of Cosmetology.
- Minor emergency first-aid.
- Principles and practices of work direction and training.

## **INSTRUCTIONAL ASSISTANT – CULINARY ARTS & HOSPITALITY-*continued***

### **Skills and Abilities:**

- Notify proper authorities regarding minor maintenance and repair needs of all equipment in restaurant area.
- Make simple arithmetic calculations.
- Work cooperatively with others.
- Work independently with very little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Train and furnish work direction to others.
- Maintain records and prepare reports.