



## POSITION DESCRIPTION

Department:	Food Science & Nutrition
Classification Title:	Instructional Support Technician II
Working Title:	Instructional Support Technician II
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

### Position Summary

The Food Science and Nutrition (FSN) Department is comprised of 14 tenured/ tenure track faculty, two full-time and five to six part-time lecturers, and four support staff. Within the Department, there are two Bachelor of Science degree majors (Food Science and Nutrition), two minors (Food Science and Nutrition), a Master of Science in Food Science, and a Master of Science in Nutrition. The Department also offers service courses that satisfy the US Cultural Pluralism and GE - B requirements for students in all majors as well as core courses for students in the Orfalea College of Business Packaging minor.

Under the general direction of the FSN Department Head, the primary purpose of the Instructional Support Technician II (IST) position is to provide technical support for faculty and students in the Culinary and Sensory laboratories located in the Boswell Ag Tech Center (Building 124). The IST implements, monitors and assists faculty in enforcing departmental safety and hygiene policies, and contributes to their further development and improvement. The IST schedules and plans technical and scientific equipment and instrument utilization and acts as a liaison with equipment technicians and vendors. This position provides training in the use of culinary equipment and instruments and partners with faculty to develop, refine, and implement activities that incorporate the latest scientific knowledge into the teaching and programs. The IST assists faculty in conducting laboratory classes in the Culinary and Sensory laboratories.

### Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
1. In collaboration with faculty, EHS and department safety committee, develop and implement safety and hygiene policies and procedures for culinary and sensory laboratories.		
2. Maintain and update Canvas course for culinary and sensory laboratories safety training of all student and researchers in the culinary and sensory laboratories; develop safety and training tools for faculty to utilize in courses taught in the culinary and sensory laboratories.		
3. Maintain ESHA Food Processor and Genesis licenses utilized in the in the culinary and sensory laboratories.		
4. Develop and maintain Fee for Service and a Service Center for the culinary laboratory.		
5. Interpret, implement, and maintain department compliance with Federal, State, and University regulations on safety, bio- hazardous waste, and chemical waste in cooperation with EHS and in accordance with campus guidelines in the culinary and sensory laboratories.		

6. Assist faculty in ensuring laboratory safety guidelines and policies are followed in the culinary and sensory laboratories and associated facilities. Bring items to the Safety Committee for discussion.
7. Ensure availability of Personal Protective Equipment (PPE) in the culinary and sensory laboratories.
8. Monitor effectiveness of rodent/pest control program implemented by off-campus contractor and/or on-campus personnel in the culinary and sensory laboratories
9. Manage the day-to-day operations and objectives of the Culinary and Sensory laboratories.
10. Ensure and observe all sanitation devices and equipment in the Culinary and Sensory laboratories are working properly. Supervise detailed cleaning as needed.
11. Provide in- laboratory/class support to instructor of record for all laboratory classes during scheduled meeting times.
12. Set up general laboratory instrumentation and specialized technical, culinary and scientific equipment, and prepare reagents and ingredients for assigned courses scheduled in the Culinary and Sensory laboratories.
13. Order laboratory and kitchen supplies for use in courses on a timely basis and work with faculty and students to identify and select sustainable, cost-effective and efficient ingredients for courses. Maintain an inventoried stock of consumable supplies and shared equipment. Assist or train students in ordering materials as needed for courses.
14. Maintain, monitor, and manage budgets for classes that use the Culinary and Sensory laboratories. Notify department head of budget concerns.
15. Partner with faculty to develop experiments and demonstrations in the department's multi-disciplined courses, to incorporate, implement, and support the latest in scientific knowledge and technologies. Monitor scientific equipment and instrumentation to ensure that they provide accurate readings.
16. Produce filmed course content as needed to support online & hybrid learning modalities. Ensure such filmed content is ADA compliant and accessible.
17. Provide advice, training and technical support to faculty and students involved in course projects.
18. Assess the functionality and performance of Culinary and Sensory laboratory instruments, perform preventative maintenance, minor repairs, calibrations and modifications. Work with CAFES instrument technician & department staff to troubleshoot issues and arrange for disposal or initiate repairs.
19. Maintain a clean and safe laboratory environment. This includes clean up and secure storage of laboratory equipment, apparatus, reagents, ingredients and teaching supplies as well as proper disposal of surplus reagents, biohazardous materials and hazardous waste associated with class/lab functions.
20. Coordinate the use of shared equipment and instruments, space, and supplies utilizing 25Live and schedules.calpoly.edu. Develop and evolve usage protocols via 25Live in cooperation with department staff.
21. Hire, supervise and train undergraduate and graduate student assistants for cleaning and other maintenance tasks related to the kitchen and laboratories. Ensure that student assistants are trained in safety and hygiene policies and procedures and in the handling of laboratory chemicals, equipment and instrumentation.

#### **Related Job Functions**

**As Needed**

**10%**

1. Support department events that occur in the culinary lab, including setup and breakdown.
2. Perform other job-related duties and special projects as assigned.
3. Provide support for graduate student research, cross-campus collaborations and sponsored projects.
4. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

5. Assist with the modification of facilities, which may include moving and installing heavy or cumbersome equipment and instruments.

## **Required Education, Experience, and Credentials**

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### Education and Experience:

- Three years of experience providing instructional support services in a related discipline, acting as a student assistant, or in producing materials or supplies related to the discipline (two years of college with 16 semester units in courses in the related specialty area discipline may be substituted for one year of required experience OR four years of college with 16 semester units in courses in the related specialty area discipline may be substituted for two years of required experience).

### Licenses, Certificates, Credentials:

- Possession of a valid driver's license or the ability to obtain by date of hire.
- Must obtain ServSafe Managers License within 3 months of hire.

## **Required Skills, Knowledge, and Abilities**

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1. Knowledge of the common principles, methods and techniques related to the Food Science and Nutrition program areas.
2. Knowledge of the materials, supplies, and equipment, and the ability to evaluate the materials and supplies commonly used in labs for Food Science and Nutrition. Ability to prepare specialized materials and samples for use in food science and nutrition teaching and research.
3. Ability to operate scientific, culinary lab, and technical equipment and instruments and to interpret results.
4. Ability to adjust and make minor repairs on scientific and technical culinary lab equipment.
5. Ability to respond quickly and appropriately in emergencies due to the presence of dangerous situations or hazardous materials; knowledge of and ability to read and understand Safety Data Sheets (SDS) and other hazardous property reference materials.
6. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
7. Ability to independently handle multiple work unit priorities and projects and/or training and guidance to others.
8. Ability to analyze operational, procedural, and technical problems and develop practical, thorough, and creative solutions; ability to evaluate, recommend, and implement proposed solutions using reasoning and judgment.
9. Ability to manage laboratory space, and to organize and store supplies so they may be accessed quickly and easily.
10. Ability to manage purchasing credit card, keep organized records and create reports from those records.
11. Ability to learn and apply safe and proper handling procedures for food processing, food preparation, and food chemistry laboratory equipment and utensils.
12. Knowledge of safe and sanitary food handling methods.
13. Knowledge of and ability to establish workplace security and safety.
14. Knowledge of hazardous materials and chemical handling methods and regulations.
15. Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
16. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

17. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
18. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Thorough knowledge of English grammar, spelling and punctuation.
19. Ability to interpret, communicate and apply policies and procedures.
20. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

**Preferred Skills and Experience**

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- Bachelor of Science degree in Food Science, Nutrition, or related field.
- Completion of two years of course work in Food Science, Nutrition, or related fields.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

**Special Conditions**

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- Must be able to move heavy (up to 50 lbs.), and/or awkward, equipment into and out of lab rooms from various shelf heights to bench top and back.
- Must be able to occasionally work with hazardous materials/chemicals while instructing/overseeing student assistants.
- Must be able to work with knives and other potentially dangerous food preparation equipment/utensils.
- Must be able to work in a noisy, crowded, busy environment during production labs.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

**INCUMBENT:** I have read this position description and understand its contents.

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INCUMBENT NAME	SIGNATURE	DATE
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**SUPERVISOR:** I certify that all statements on this form are complete and accurate.

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IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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**DEPARTMENT HEAD:** I certify that all statements on this form are complete and accurate.

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DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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**HUMAN RESOURCES USE ONLY**

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: IST II
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 1617/1
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R09
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: N/A
<input type="checkbox"/> COI Position		Classifier Initials: LD
Recruitment Number: _____		Date: 8/16/24