

SMSU Culinology and Hospitality Management Program

GRADUATE ASSISTANT

* To qualify for the GA Position, the student must:
	+ Be accepted into a graduate program at SMSU
	+ Preference will be given to those who earned bachelor’s degree in SMSU Culinology or Hospitality Management
	+ The graduate assistant must maintain a minimum GPA of 3.0 every semester to keep the position

* Interested and qualified student applicants for this CULG-HOSP GA position should submit their resume with a cover letter to the CULG-HOSP Program Director. The program director will rotate in the following manner
	+ 2024-2025 Dr. Joyce Hwang (joyce.hwang@smsu.edu)
	+ 2025-2026 Dr. Yumi Lim (yumi.lim@smsu.edu)
	+ 2026-2027 Dr. Soma Mukerjee (soma.mukherjee@smsu.edu)
	+ Then repeat this rotation
* After being selected, the GA will be informed and be asked to complete the required documentation for HR and Payroll.

JOB DESCRIPTION

Consult and communicate with the supervising CULG-HOSP Program Director to successfully fulfill all tasks and duties connected with the CULG-HOSP GA Position as described below:

* Daily/Weekly record keeping of both CULG and HOSP PO account activities in a shared cloud drive.
* Manage, file and store program document including invoices, receipts, and temperature logs related to CULG and HOSP program.
* Monitor and manage inventory levels of supplies for various class and lab kitchens by working with professors teaching CULG-HOSP courses. Also, food items should be returned to the proper area the day after lab class. Refrigerated items into the walk-in cooler, or the appropriate reach-in, frozen foods in the appropriate freezer, and dry goods put back in the storage area, all properly labeled.
* Constantly manage and ensure the safety and security of food and related items in dry storage, reach-ins throughout IL kitchens. The GA will daily check to make sure the storage units are locked to prevent tampering or theft. In addition, the GA will inventory these stored items to track safety conditions, such as observing expiration dates and visual inspecting of food quality.
* Assist professors with contacting vendors, placing/receiving/storing orders, as needed, to ensure sufficient supplies/materials to support an effective learning environment (kitchens, restaurant, and research facilities) to provide CULG-HOSP students with high-quality hands-on learning experiences.
* Assist professors with class lab activity arrangements as per requirement during the regular semester for a few specific labs.
* On a need base, provide support to Culinology (CULG) Club, Student Hospitality Opportunities (SHO) Club, and Clapper
* Assist in monitoring and managing the conditions of CULG lab, the three kitchens, and IL 115/116 (lounge area/dining room/class room).
* Help with the advisory council meeting arrangements including the interactive session and keep the meeting minutes of the meeting.
* Work closely with CLUG-HOSP undergraduate student employees and provide trainings as needed.
* Help with other events the CLUG/HOSP program host.