

Laboratory Technician, Culinary Arts (Substitute FT)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261005>

Downloaded On: Dec. 7, 2025 1:37am

Posted Aug. 11, 2025, set to expire Jan. 28, 2026

**Job Title** Laboratory Technician, Culinary Arts (Substitute FT)

**Department** SC - School of Business and Industry

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Aug. 11, 2025

**Application** Open until filled

**Deadline**

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Research/Technical/Laboratory

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/5039287/laboratory-technician-culinary-arts-substitute-ft>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

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- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

### SUMMARY DESCRIPTION

Under direction from an appropriate level manager, provides technical support to faculty, staff, and students in the culinary arts program. This includes maintaining equipment, supplies, and materials used in the culinary labs and on-campus restaurant, assisting with classroom, restaurant, and laboratory setups, and ensuring the safety and cleanliness of the facilities. The incumbent plays a key role in creating a safe, effective, and hands-on learning environment for students in the culinary program, while also ensuring smooth on-campus restaurant operations and adherence to food safety standards.

May receive functional and technical work direction and training from faculty and/or higher-level

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staff.

### **DISTINGUISHING CHARACTERISTICS**

Positions in the Laboratory Technician class are distinguished from the Senior Laboratory Technician by the level of responsibility assumed. In comparison to the Senior Laboratory Technician, positions at this level are assigned to less complex labs, have less exposure to hazardous or otherwise dangerous materials, and limited involvement in budget activities and ordering of supplies and equipment. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating procedures and policies of the work unit.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Sets-up, prepares, and breaks-down culinary labs and classes, ensuring all necessary equipment and ingredients are available and properly prepared; reviews recipe information with instructors for future labs; prepares, portions, and organizes ingredients and materials based on recipe and menu requirements.

Provides hands-on assistance during culinary labs as well as the on-campus restaurant, helping students with techniques, equipment, and food preparation; provides clear, concise, and accurate explanations and demonstrations to facilitate student understanding and reinforce the instructor's teaching; assists students in the technical aspects of culinary lab procedures.

Provides troubleshooting assistance to students and faculty in the event of equipment malfunctions or supply issues; performs routine and preventative maintenance and minor repairs to equipment used within the area of assignment; receives, assembles and tests new equipment.

Assists in the setup and breakdown of the on-campus restaurant, ensuring that the dining area, kitchen, and prep stations are organized and equipped for service; supports students in the front-of-house (FOH) and back-of-house (BOH) operations, helping to facilitate tasks during restaurant service, including food preparation, plating, serving, and customer interaction; ensures that restaurant equipment and supplies (e.g., flatware, kitchen tools, serving dishes) are properly labeled, stocked, maintained, and ready for use; assists students in learning the fundamentals of

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restaurant operations, including customer service, kitchen operations, and food preparation techniques.

Assists with monitoring and maintaining inventory of culinary supplies, including food products, kitchen tools, and laboratory materials; tracks and documents inventory usage and ensures timely stock replenishment; may drive vehicle to pick up supplies, as needed.

Conducts regular inspection of assigned areas and equipment; ensures that all safety protocols are followed in the culinary labs, including food safety, sanitation practices, and the safe operation of equipment; initiates corrective action to eliminate hazards; provides guidance and assistance to students regarding proper use of equipment and kitchen safety procedures; cleans and sanitizes workstations, utensils, and other equipment used during lab sessions; maintains compliance with local health regulations and industry standards; ensures that leftover food is properly labeled, dated, stored, and utilized to keep waste at a minimum; demonstrates safety and emergency procedures in class and laboratory situations; responds to laboratory emergencies and may provide first aid, if necessary; refers unresolved problems to supervisor.

Assists faculty with instructional support; assists instructors in developing instructional materials; prepares study sheets, visual instructional aides, sample exercises and exams, and laboratory experiments; may assist in grading exams and maintaining related records; provides assistance to students on a variety of laboratory and course related matters; reviews student work in progress and assist in resolving problems.

Assists in maintaining records related to lab operations, including inventory logs, maintenance schedules, and equipment usage.

Assists in the recruitment and retention of students within the assigned area; may participate in various on- and off-site events and activities targeted at new or returning students and/or potential students; may liaison with other campus and district departments to promote events, programs, and initiatives.

Assists in the selection of work-study students and/or Student Workers; provides functional and technical direction and training to work-study students/Student Workers assigned to the program.

Assists with the planning, preparation, and execution of events, meetings, demonstrations, or special culinary experiences hosted by the department; liaisons with other departments and individuals as needed.

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Fosters a collaborative and inclusive environment that promotes creativity and professionalism; establishes and maintains cooperative working relationships with students, staff, and faculty, as well as various outside groups to ensure efficient, effective, and correct implementation of program objectives.

Stays up-to-date with new trends and technologies in the culinary field, including equipment and culinary techniques; participates in training and development opportunities to improve technical and safety knowledge in the culinary arts; maintains current knowledge of the regulations, policies, and application requirements and eligibility criteria for assigned program; ensures compliance with School, College, and District policies and procedures as well as local, state, and federal codes, regulations, and laws related to the assigned area; maintains working knowledge of standard operating procedures within the area of assignment; uses District, College, State, and Federal regulations, policies, and procedures to provide accurate information to students, staff, faculty, and others; abides by all confidentiality practices required by department, state, and federal policies, laws, rules, and regulations.

Operates a variety of office, laboratory, and kitchen equipment and machines; learns to use modern technology as necessary to perform duties; utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; utilizes various computer applications, software packages, and databases; prepares, maintains, and generates reports.

Assists with updating and maintaining classroom and lobby displays; updates and maintains departmental websites as needed; may assist with creating related content, as required.

Attends a variety of meetings, workshops, conferences, presentations, and training sessions as required; maintain compliance with mandatory trainings and certifications as directed by supervisor; attends and participates in diversity, equity and inclusion trainings and events.

Responds to routine and specialized questions and requests information; answers phones; relay messages for faculty and staff.

May work occasional nights/weekends, as required.

Performs related duties as required.

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## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

Philosophy, operational characteristics, services, activities, goals, and objectives of the assigned area; specialized functions, activities, operations, rules, regulations, requirements, and restrictions related to the area of assignment; terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the area of assignment.

Pertinent federal, state, and local laws, codes, rules, regulations, policies, and procedures related to the area of assignment, including health and safety standards, sanitation practices and procedures, and food safety regulations.

Culinary arts and restaurant service methods, techniques, operations, practices, and procedures.

Basic menu planning, food costing, and inventory management in a culinary or restaurant setting.

Principles and practices of laboratory operations.

Basic methods of managing inventory including the organization of culinary supplies and kitchen equipment and maintaining accurate inventory records; proper methods of handling and storing food, equipment, materials, and supplies used within the assigned area.

Basic nutrition principles and their application in food preparation, menu planning, and culinary operations.

Basic methods and practices of student instruction and tutoring.

Current office practices, procedures, methods, and computer equipment, software, peripherals, devices, and applications related to the work; word processing, desktop publishing, spreadsheets, and databases.

Generating and preparing reports from systems and databases; principles and practices used to

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establish and maintain files and information retrieval systems; basic principles and procedures of business letter writing and report preparation.

Work organization principles and practices.

Basic principles of accounting, bookkeeping, and financial practices; cash handling or other payment forms, as needed.

Effective written and oral communication skills in English, including correct usage, grammar, spelling, punctuation, and vocabulary.

Techniques to facilitate effective interaction with people on an individual or group basis.

Interpersonal skills using tact, patience, and courtesy.

Techniques for providing a high level of customer service including methods and techniques of proper telephone etiquette.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

Diverse racial, ethnic, and cultural backgrounds, sexual orientations, gender identities, religions, disabilities, ages, and socio-economic statuses of others.

Confidentiality requirements when dealing with sensitive information.

Occupational hazards and standard safety policies and procedures.

District and College organization, operations, policies, and objectives.

**Ability to:**

Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, explain, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment; use District, College, State, and Federal laws, regulations, policies, and procedures to provide accurate information to students, staff, faculty, and others; abide by all confidentiality practices required by department,



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state, and federal policies, laws, rules, and regulations; adhere to and enforce procedures and guidelines.

Participate in activities that effectively accomplish the goals, objectives, and procedures of the assigned area.

Operate office equipment including hardware, software, peripherals, and devices supporting word processing, desktop publishing, database management, and spreadsheets; type or enter data at a speed necessary for successful job performance; research and compile data and information; maintain accurate filing, record keeping, and tracking systems; apply excellent organization skills and attention to detail; compose and prepare correspondence and memoranda; prepare documentation, reports, and other written materials.

Assist in the preparation of materials and demonstrations for an assigned subject area.

Correctly and efficiently set-up, operate, demonstrate, maintain, and perform routine repairs on culinary and laboratory equipment, tools, and supplies.

Maintain inventory and ensure the availability of supplies, equipment, and ingredients for classes, labs, and events.

Operate and demonstrate the proper use of specialized equipment, supplies and materials.

Provide assistance to students on matters related to the area of assignment.

Communicate clearly and concisely, both orally and in writing in English; demonstrate correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

Develop, maintain, and foster effective cooperative, collaborative, and inclusive working relationships involving interactions and communications in person, electronically, by phone, and in writing; work with, and exhibit sensitivity to, and understanding of, persons with diverse racial, ethnic, and cultural backgrounds, sexual orientations, gender identities, religions, disabilities, ages, and socio-economic statuses on a regular, ongoing basis.

Effectively represent the assigned area to the College and outside individuals and agencies to accomplish the goals and objectives of the unit.



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Interact extensively with and respond to requests and inquiries from students, faculty, staff, and the public; effectively present information in person,

electronically, or by telephone to students, staff, or the public; provide excellent customer service.

Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.

Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.

Provide functional and technical work direction and training to assigned staff, student workers, and volunteers.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

Maintain the cleanliness, safety, and organization of assigned areas; ensure adherence to safe work practices and procedures; monitor activities in assigned areas and enforce policies for proper use and behavior; provide first aid to those that may require attention with burns, cuts, etc.

Attend a variety of meetings, workshops, conferences, presentations, and training sessions on- and off-site, as required; maintain compliance with mandatory trainings and certifications as directed by supervisor; attend and participate in diversity, equity, and inclusion trainings and events.

Work occasional evening/weekend shifts, as required.

### **EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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**Education/Training:**

High school diploma or equivalent required.

**Preferred education:**

Equivalent to two years of college level course work in Culinary Arts, Baking and Pastry Arts, or a related field.

**Experience:**

Previous experience working in a professional kitchen, bakery, or culinary lab environment, with hands-on knowledge of kitchen and baking equipment and food preparation and storage.

**Desirable Experience:** Experience in restaurant operations, both front-of-house and back-of-house; experience supporting academic or professional learning and skills development in a classroom or professional training environment.

**Licenses/Certifications:**

A current, valid California Driver License and proof of insurance is required to operate District vehicles.

ServSafe® Food Protection Manager Certification is required within 7 days of hire.

First Aid certification is required within 30 days of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is primarily conducted in laboratory and industrial kitchen environments, where exposure to high noise levels, heat, steam, dust, grease,

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smoke, and airborne particulates is common. Work may involve proximity to open

flames, hot surfaces, sharp instruments, and pressurized or electrical equipment. The use of cleaning agents, food-grade chemicals, and laboratory substances is routine. Potential hazards such as burns, cuts, slips, and chemical exposure exist but are mitigated through strict adherence to safety protocols, personal protective equipment (PPE), and industry-standard hygiene and sanitation practices. May drive to a variety of locations, as necessary.

**Physical:** The role requires sufficient physical stamina and mobility to perform tasks in both laboratory and industrial kitchen settings. This includes prolonged periods of standing and walking on hard surfaces, exposure to elevated temperatures, and the ability to safely navigate confined or crowded spaces. Tasks may require lifting and transporting materials or equipment up to fifty pounds, repetitive hand and arm motions, fine motor coordination, and the ability to bend, twist, kneel, crouch, and reach overhead. Must be able to operate specialized equipment with precision and communicate effectively in a dynamic, often loud, environment. Use of PPE such as safety goggles, gloves, aprons, and non-slip footwear may be required.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

## Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to 40.

### Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education

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Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 1<sup>st</sup> of the month to the last day of the month. NBU employees are paid on the 10th of the following month.

**Example:** For the following reporting period: January 1<sup>st</sup> through January 31<sup>st</sup>, the NBU employee will be paid on February 10<sup>th</sup>.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

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**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

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### **California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

### **Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

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**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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