

POSITION DESCRIPTION

TITLE: Kitchen Assistant

Date: October 2000

Updated: September 23,2003

DEPARTMENT: School

DIVISION: Food Services

POSITION SUMMARY: Nine Month Position . Beginning each school calendar year to the end of the school calendar year. Assisting the Kitchen Supervision in preparation, cooking and serving of hot and cold food items to students, faculty and staff in a school setting. Food preparation is in accordance with established school menus. The Assistant is able to follow verbal and written instructions of the Supervisor and related work.

SUPERVISION RECEIVED: Works under the direct supervision of the Kitchen Supervisor.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assists in the preparation of feed, serves food, and cleans cafeteria utensils, machines, equipment and work space. Checks and replenished supplies of food between scheduled serving times. Helps in counter set-up and clean-up. Stores away leftover and confers with Supervisor at to their use and shelf life. Assists in maintaining a perpetual inventory. Stock shelves in dry storage, refrigerators and freezer. Periodically cleans storage area for food and assist with the cleaning of the kitchen. Follow menus, recipes and simple oral and written directions; ability to prepare, serve, preserve and store food with proper regard to sanity and safety principles; ability to work under time constraints to meet food production schedules, ability to deal with students, faculty, staff; and health commensurate with the demands of the position. Personal hygiene, and dependability are a must.

PERIPHERAL DUTIES: All other duties as assigned.

DESIRED QUALIFICATIONS: H.S. Diploma or GED or proof of attaining GED; and serv-safe class.

TOOLS AND EQUIPMENT USED: Double Oven, Deep fryer, Range/grill, Steam Master (soup Kettel), Hyper Steamer, Hobart Mixer, Meat Sheer, Holman toaster, Walk-in freezer, refrigerator, Microwave oven, Hobalt dishwasher, and In-sink erator(food compactor) as well as hand held ktichen utensils.

PHYSICAL AND MENTAL DEMANDS: Individual must be able to stand for long periods on time on a solid concrete floor. Be able to lift 25 pounds and more. Ability to remain calm in a hectic work environment is essential.

WORK ENVIRONMENT: Work is usually conducted in a kitchen/cafeteria environment. Noise level may be above normal because of the machines used. Environment can become very hectic during the scheduled prep and serving time. Exposure to intense heat and cold may pose health hazards.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____ (Employee)	DATE_
Signature _____ (Supervisor)	DATE
Signature _____ (Administrator)	DATE