



Job Description

Job Title: Kitchen Helper
Reports To: Director of Food Services
FLSA Status: Non-Exempt

Summary: Assists the Director of Food Services or designee in the preparation and serving of food, and in kitchen cleaning.

Essential Duties and Responsibilities:

- Assists in the preparation of food.
- Assists in the preparation of dishes, trays, etc. for dishwasher.
- Assist in washing pots and pans and regular kitchen cleaning duties as assigned.
- Turns or stir foods to ensure even cooking.
- Seasons and cook food according to recipes or personal judgment and experience.
- Portions, arranges, and garnishes food, and serve food to students.
- Observes and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils.
- Weighs, measures, and mixes ingredients according to recipes or personal judgment, using various kitchen utensils and equipment.
- Regulates temperature of ovens, broilers, grills, and roasters.
- Promotes safety and program quality, and maintain knowledge of sanitation practices and Health Department requirements.
- Cleans and sanitizes dining room and salad bar.
- Performs all other duties assigned.

Competencies:

- Active Listening- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension- Understanding written sentences and paragraphs in work related documents.
- Speaking- Talking to others to convey information effectively.
- Active Learning- Understanding the implications of new information for both current and future problem-solving and decision making.
- Instructing- Teaching others how to perform a new task.

- Learning Strategies- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Experience and Requirements:

- High School Diploma (or GED or High School Equivalence Certificate) preferred

Physical Demands:

While performing the duties of this job, the individual must be able to remain in a stationary position for 90 percent of the time while operating their computer and performing office work. The individual needs to occasionally move about inside the office. They constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, fax machine, and computer printer. They must be able to exchange accurate information with customers and others in the office while interacting. The employee must regularly lift and /or move up to 15 pounds, occasionally lift and/or move up to 25 pounds. The individual must be capable of reviewing their work for errors and make adjustments as necessary.

Work Environment:

While performing the duties of this Job, the individual is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually low to moderate. The individual frequently works in a controlled climate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____ **Date:** _____

Employee Name: _____ **Date:** _____

(Printed)