

ST. JOSEPH PUBLIC SCHOOLS

- Position Description -

TITLE: **Brown Elementary – KITCHEN WORKER**

QUALIFICATIONS:

- High School graduate or equivalent in practical experience
- Ability to cook, follow written instructions, recipes and work schedules accurately
- Able to do simple mathematics and develop high standards of performance at work
- Must have knowledge of food sanitation procedures
- Must have good character, a cooperative attitude and ability to get along well with children

REPORTS TO: Brown Elementary Unit Manager

AREAS OF RESPONSIBILITY: Kitchen, serving line(s), dish room and storage areas

TERM OF EMPLOYMENT: Hourly

RESPONSIBILITIES

Under general supervision of the Director of Food Service and the Unit Manager, the kitchen worker is to assist in all general activities.

SPECIFIC TYPES OF WORK PERFORMED BY AN ELEMENTARY KITCHEN WORKER

1. Assist the Unit Manager in preparation and serving of food.
2. Assists in the operation of the service area, if asked by the Unit Manager.
3. Assists in the operation of the dish room.
4. Serves as cashier, if needed.
5. Assists in the cleanup of the food service operation.

6. May be asked to assume the responsibilities of the food service area(s) when the Unit Manager is absent.
7. Prepare accurate preparation and/or usage records as instructed by the Unit Manager.
8. Performs other duties as assigned by the Unit Manager.