

Bridgeton Public Schools

Job Description

New

POSITION:

Kitchen Porter

QUALIFICATIONS:

1. Valid High School Diploma or G.E.D.
2. Valid NJ Driver's License
3. Able to lift 50lbs, regular climbing, lifting, standing, and walking
4. Experience driving a box truck vehicle
5. Ability to read, write, and follow directions
6. Able to work independently and as part of a team
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO:

Director of Food Service

JOB GOAL:

To assist the Food Services department in procuring safe, nutritious meals following the Child Nutrition Standards for all children.

PERFORMANCE RESPONSIBILITIES:

1. Record daily temperatures of walk-ins, freezers, and coolers.
2. Fill orders from freezer, refrigerators, and stockroom for Cafeteria workers.
3. Set up milk and juice coolers for breakfast and lunch. Refill throughout the day.
4. Assist all café workers with opening cases and heavy lifting as needed.
5. Assist with the receiving, inventorying, and verifying all in-coming orders.
6. Assist with rotating all stock items on a first in first-out (FIFO) basis.
7. Load and deliver meals to satellite locations as needed.
8. Sweep and mop inside serving line areas in the cafeteria.
9. Empty trash receptacles in interior and exterior cafeteria locations and police areas for trash and debris.
10. Remove all trash and cardboard for the entire day and dispose of it in receptacles or recycling containers after every lunch period. Wash inside and outside of trashcans with soap and bleach daily.
11. Sweep and mop kitchens daily.
12. Sweep and mop the Café office floor and restrooms daily.
13. Spot clean walls as needed.
14. Sweep and keep all storerooms and walk-ins organized with like products together daily. Mop every other day or as needed. Keep the custodian's closet clean and organized.
15. Keep the dock area clean and free of debris. Scrub with brush and hose down daily as well as Cafeteria truck(s) bed area where trash is held to discard.
16. Close all windows and lock outer doors, including serving line doors, at the end of the day.

17. Assist the Manager/Assistant Manager with monthly inventory.
18. Remove hood screens and clean monthly. Power wash during Winter and Spring break.
19. Clean all fans, hanging signs, and vents monthly.
20. Assist with daily cleaning stoves, ovens, hoods, tilt skillets, steamers, grills, and steam kettles.
21. Maintain SERV Safe certification and required professional development as mandated by USDA.
22. Pick up/deliver any items needed from kitchens and/or prime vendors when needed.
23. Perform other duties as assigned by the manager, food service directors, school business administrator, or their designee.

TERM OF EMPLOYMENT:

Twelve (12) Months. Salary to be determined by the Board of Education.

EVALUATION:

Performance will be evaluated in accordance with state law and the provisions of the Board of Education's Policy.

WD/NAB
8/2023