



## CLINTON COMMUNITY SCHOOLS JOB DESCRIPTION

**Job Title:** Kitchen Helper

**Qualifications:** High School Diploma

**Reports To:** Building Principal or Cook Manager

### Position Summary

Assists the Cook Manager in preparing and serving nutritious meals that meet state and federal requirements.

### Essential Duties & Functions (but not limited to)

- Assists in the preparation, cooking, and serving of a variety of foods for breakfast and lunch.
- Maintains high level of sanitation.
- Assists as needed in setting up service areas for meals.
- Assists with the cleaning and storing of eating utensils, dishes, glassware, trays, pans, and other cooking equipment.
- Operates kitchen equipment (service line, dishwasher, oven, mixer, slicer, etc.) as needed.
- May perform end of day cleaning duties (cleaning equipment, sweeping and mopping, etc.)
- Works cooperatively with other kitchen staff under the direction of the Cook/Manager.
- Cooperates with the building principal in fulfilling the requirements of the food service program.

### Additional Responsibilities

- Participate in appropriate professional activities.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform such other duties as are assigned by the Food Service Director or authorized representatives of the Board of Education.

### Minimum Qualifications

**Education:** High School Diploma

**Working Conditions:** Primarily climate controlled work space. Warmer/colder temperatures in other areas.

**Mental Demands/Physical Demands/Environmental Factors:** Regularly required to sit, stand, walk, talk, hear, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

### Other Information

- Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural,

- non-sexist educational plan in his/her area.
- Performs such other duties as are assigned by authorized representatives of the Board of Education.

-----  
It is the policy of the Clinton Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, and sexual orientation in its educational programs and its employment practices.

The statements contained herein describe the scope of responsibility and essential duties of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

Oct 2025