

JOB TITLE: GUEST (SUBSTITUTE) KITCHEN HELPER

WORK DAYS PER FISCAL YEAR: On-call as needed

FLSA Status: Non-exempt

SUMMARY: This position assists in the preparation and serving of food. Responsibilities include: serving food, assisting in cleaning and sanitizing of kitchen equipment and transport carts, assuming the responsibilities of the next higher position in their absence, and attending scheduled meetings/training. Essential functions of this position must be performed within the specified documented time.

CONTEXT AND MISSION: Highline Public Schools serves approximately 18,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, and White Center in Washington State. In 2013, parents, students, community members, and staff at all levels of the district came together to develop a strategic plan that reflects our goals and dreams for our students. The plan was updated in 2018 to guide our work through 2023. The plan's promise is that *every student in Highline Public Schools is known by name, strength, and need, and graduates prepared for the future they choose.*

The strategic plan is centered on Our Promise. It includes five big goals for Highline students, supported by Our Foundation.

- **Equity.** *We will disrupt institutional biases and end inequitable practices so all students have an equal chance at success.*
- **Instruction.** *We will reduce achievement and opportunity gaps by using culturally responsive, inclusive, standards-based instruction.*
- **Relationships.** *We will know our students by name, strength and need and have open, two-way communication with students, families and community partners.*
- **Support.** *We will increase student success by supporting their social-emotional and academic needs.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in preparation and serving of food.
- Assist in the daily cleanup and sanitation of the kitchen, kitchen equipment, transport carts and serving area.
- Assume the responsibilities and duties of the next higher position when needed.
- Attend relevant training classes and workshops.
- Perform such other duties and assume such other responsibilities as may be assigned by the Production Kitchen Lead or Lunchroom Satellite Lead.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent

ADDITIONAL REQUIREMENTS:

Valid Food Handler's Permit, health certificate and all other certificates, licenses, endorsements and permits as required for this position by state and local authorities.

All Nutrition Service workers are required to wear all appropriate safety protection devices when using equipment

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CONDITION OF EMPLOYMENT:

Pre-employment, post hire physical assessment test

Criminal background clearance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

Proper sanitation procedures

High personal standards for the Nutrition Services program

ABILITY TO:

Communicate effectively verbally and in writing

Maintain good relationships with building staff and students

Lift and carry weights in excess of 40 pounds

Maintain exceptional attendance and punctuality

Demonstrate aptitude for successful performance of the essential functions

Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Director of Nutrition Services, Kitchen Satellite Lead or designee

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to stand/walk, bend neck and back, use hands for repetitive grasping and fine manipulation. The employee frequently is required to use hands for pushing/pulling, squat, kneel, lift/carry, and push/pull. The employee is occasionally required to sit, climb stairs/ladder reach/lift overhead. The employee must constantly lift/carry up to 10 pounds. The employee must frequently lift/carry up to 20 pounds. The employee must occasionally lift/carry a maximum of 40 pounds. The employee is required to push/pull a maximum force of 10 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions. The employee may be exposed to extremes of temperatures in freezer and around cooking appliances, and sharp utensils used during food preparation. The noise level in the work environment is usually moderate to loud.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Revised Condition of Employment section, 2021.12.10

Updated Context and Mission statement, 2020.09.21

Revised the "Ability To" section as requested by the Director of Nutrition Services, 2016-01-25

Revised by Human Resources to correct minimum requirements, 2014.11.06

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Transferred to newest format by Human Resources, 2014.01.07
Created sub/temp 2013.09.30

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: Executive Director of Student Support and Family Engagement, 206.631.3100, civilrightscordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Health and Social Services, 206.631.3011, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166