

**CHARDON LOCAL SCHOOL DISTRICT
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JOB DESCRIPTION**

Title: KITCHEN ASSISTANT

File 803

Reports to: Assigned administrator/supervisor

Job Objective: Prepares and serves meals. Performs additional food service duties as directed.

Minimum Qualifications:

- High school diploma or GED. Meets minimum education/training requirements described in the USDA Professional Standards Rule for School Nutrition Employees. Complies with all annual continuing education requirements.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.

Physical Demands: Duties require lifting up to 50 Lbs. and moving materials, operating commercial kitchen equipment and performing repetitive tasks.

Essential Functions:

1. Prepares/serves food. Helps maintain an orderly/sanitary kitchen. Performs ancillary duties that support the effective delivery of quality food services.

- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.
- Follows published menus. Uses standardized recipes to maintain quality control. Complies with USDA child nutrition guidelines. Uses products carefully to reduce waste. Records food usage on production records. Works with staff to address the needs of students with dietary restrictions.
- Requests timely replacement of supplies to avoid work interruptions.
- Complies with health and food safety regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, temperature controls, etc.).
- Sets up serving lines. Gives attention to the attractive presentation of food. Replenishes food to maintain an orderly flow of customers. Provides substitute menu items as needed.
- Operates the cash register and/or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures money is exchanged correctly and cash is not left unattended.
- Protects the privacy of free and reduced-price meal information.
- Prepares accurate records. Accounts for all meals served. Prepares a record of charges collected. Records unpaid charges daily. Reconciles discrepancies. Submits required paperwork on time.
- Counts money. Reconciles, prepares bank deposits. Submits records as directed.
- Operates the dishwasher. Verifies sanitization cycles are completed properly.
- Cleans/sanitizes work surfaces, equipment, serving lines, dining tables, etc.
- Follows established sanitization procedures to properly clean items that require hand washing.
- Ensures leftover food, supplies and equipment are stored properly.
- Helps prepare for health/safety inspections. Learns how to operate fire/safety equipment.
- Assists with district special events and non-school use of food service facilities as directed.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.