

MAUMEE BOARD OF EDUCATION

JOB DESCRIPTION

Title: 9.06 Kitchen Helper

Reports To: Supervisor of Food Service, Principal, Assistant Superintendent, Superintendent

FLSA Status: Non-Exempt

Qualifications:

1. Minimum age of 18 with high school diploma or equivalent.
2. Ability to perform basic math and reading tasks.
3. Ability to operate a cash register & computer, including being familiar with a Windows operating system.
4. Ability to operate basic kitchen equipment.
5. Professional tact, diplomacy, and presentation with administrators, staff, students, parents, and community.
6. Ability to work successfully in a team environment.
7. Ability to make sound decisions and work without direct supervision.
8. Ability to lift a minimum of 30 pounds without assistance.
9. Experience with the National School Lunch Program and/or institutional food service is preferred.
10. Ability to stand for extended periods of time.
11. Good health, high moral character, and excellent employment attendance record.
12. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
13. Possess a tolerant and pleasant personality under sometimes demanding work situations.

General Description:

Responsible for the operation of the cash register and associated duties, accurate record keeping, basic food preparation, meal service, dishwashing, and general cleanup.

Essential Functions:

1. Operate cash registers during meal service, utilizing approved methods for counting meals.
2. Count all monies and meals at the end of service and complete daily reports. Assist Head Cashier with preparation of deposit.
3. Set up, sell, and inventory ala carte items.
4. Utilizing production sheets and inventory.
5. Wash, clean, dish, and prepare food items in a sanitary manner as directed by the manager or production sheets. Preparation may include the use of basic kitchen utensils and equipment.
6. Adjust quantities of food to schools based on daily lunch counts.
7. Set up a food service area for meals.
8. Take and record the temperatures of food items.

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9. Serve meals to students and staff.
10. Properly store all items at the end of meal service.
11. Accurately complete all production records; send out sheets and other records needed on a daily basis.
12. Maintain inventory and proper rotation of stock, including putting up stock.
13. Properly clean and sanitize all items in a 3-well sink.
14. Clean and sanitize work areas, including sinks, tabletops, and all equipment.
15. Put away and properly store kitchen equipment.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District and
4. Perform any other task related to the kitchen helper's duties as assigned by the Supervisor of Food Service, principal, assistant superintendent, or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with escalated children.

10/02
Revised 10/04
11/05
8/06
9/07
11/15
6/16
9/17
3/25