

# Little Falls Community Schools

Human Resources Department  
Little Falls Community Schools  
Independent School District No. 482  
1001 5th Avenue SE  
Little Falls, Minnesota 56345  
(320) 632-2006

**Job Title:** KITCHEN ASSISTANT

## **Terms of Employment**

**Duration:** per employee individual contract      **Sick Leave:** per master agreement  
**Work Week:** per employee individual contract      **Fringe Benefit:** per master agreement  
**Salary Range:** per master agreement      **Vacation:** per master agreement

**Reports to:** Cook/Manager & Director of Food Service

**Supervises:** None

## **General Summary or Purpose Of Job:**

To perform a variety of responsibilities as directed by the head cook/manager which contributes to the effective, efficient and safe preparation and delivery of school nutrition products and/or services.

## **DUTY ESSENTIAL DUTIES:**

**NO.** (These duties are a representative sample; position assignments may vary.)

1. Confers with head cook/manager or in-charge person to ensure a correct and complete understanding of the work to be done, work priorities and any additional important information which should be known.
2. Maintains a good working knowledge of applicable department and district policies and procedures, complying with such policies and procedures as established and communicated. Keeps head cook/manager or person in charge informed of important matters to minimize downtime or safety problems.
3. Maintains cooperative, productive workplace relationships in a manner which creates a pleasant environment.
4. Main areas of responsibility: some baking and main dish preparation, preparing and setting up ala carte, salad and sandwich preparation, dish room, cashier, setting up serving line, serving and tearing down serving line.
5. Cleaning and sanitizing food preparation areas, dishes, utensils and equipment.
6. Inventory, storage and some stocking duties are also performed.
7. Miscellaneous duties as assigned by Cook Manager.

## **Minimum Qualifications:**

(necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Must pass an occupational pre work screen
- Ability to maintain regular attendance per assigned schedule.
- High School diploma or equivalent.
- Ability to perform position responsibilities including physical factors work devices and materials handling data functions and people functions.
- ServSafe Food Safety Certified and USDA Professional Standards for School Nutrition.

<b>Knowledge Requirements:</b>	
Requires knowledge of:	
<ul style="list-style-type: none"> <li>▪ Knowledge of sanitation and safety requirements.</li> <li>▪ Knowledge of ovens, dishwashers and hand powered equipment used in the kitchen for food preparation.</li> </ul>	

<b>Physical Requirements:</b> Indicate according to the requirements of the essential duties/responsibilities				
<b>Employee is required to:</b>	<i>Never</i>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
Stand				✓
Walk				✓
Sit		✓		
Use hands dexterously (use fingers to handle, feel)			✓	
Reach with hands and arms			✓	
Climb or balance		✓		
Stoop/kneel/crouch or crawl			✓	
Talk and hear				✓
Taste and smell			✓	
<b>Lift &amp; Carry:</b>				
Up to 10 lbs.			✓	
Up to 25 lbs.			✓	
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
More than 100 lbs.	✓			

**General Environmental Conditions:**  
 The typical noise level is considered to be moderate. Frequent exposure to extreme cold/heat.

**General Physical Conditions:**  
**Work can be generally characterized as:**  
**Medium Work:** Exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

<b>Vision Requirements:</b> Check box if relevant	Yes	No
<b>Special vision requirements</b>	✓	
Close Vision (20 in. or less)	✓	
Distance Vision (20 ft. or more)	✓	
Color Vision	✓	
Depth Perception	✓	
Peripheral Vision	✓	