

Job Description for Kitchen Worker

Summary

An SCA kitchen worker will be expected to apply culinary techniques in all aspects of food preparation managing the final preparation and service of food to all SCA students and staff. The kitchen worker is part of school food service and nutritional program that will help deliver and execute a successful scratch cooking school lunch program providing nutritious, balanced, and culturally diverse meals to students, fostering a healthy and positive school environment.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepare food using standard recipes and production guidelines while following food, safety, food handling and sanitation procedures.
- Safely handle knives and equipment, including grills, fryers, oven, broiler, etc.
- The kitchen worker may supervise employees and delegate responsibilities.
- Clean food preparation areas, kitchen surfaces, equipment and utensils
- Ensure sanitation, health and safety standards are maintained in work areas.
- Measure ingredients required for specific food to be prepared
- Wash, cut, chop and prepare foods designated for kitchen environment.
- Strict adherence to recipes in preparing meals
- Clean, stock and restock workstation and supply areas
- Must follow personal sanitation standards before, during and after cooking food.
- Comply with nutrition and sanitary regulations and safety standards
- Maintain a professional approach with co- workers, guests and students
- Follow and complete daily checklists and daily cleaning schedule.
- Properly date, label and work in compliance of Colorado State Food Code.
- Track and report any food waste
- Handle, store, and rotate all products properly.
- Complete assigned tasks such as putting up stock from vendors, inventory count, additional cleaning or maintenance of items in the kitchen

Qualifications

- Experience as a kitchen worker/cook or in a related role required.
- Food Protection Certificate
- Knowledge of food preparation, various cooking methods and food safety regulations such as accurate food handling, sanitation, and storage.
- Demonstrate basic math and counting skills
- Demonstrate interpersonal communication skills, both written and verbal role physical demands, including limited, lifting, bending, pushing or extended walking standing.

Competencies

Knowledge of:

- Operational characteristics, services and activities of a comprehensive school food service program.
- Principles of quantity food preparation and food merchandising.
- Nutritional and operational requirements of the National School Lunch Program and other related federal and state regulations including, but not limited to, the evaluation of applications for free and reduced-price meals for needy students.
- Procedures used to receive, store, and take inventory of food and supplies.

Ability to:

- Meet physical requirements necessary to safely and effectively perform required duties.
- Get along with co-workers and deal with the general public tactfully, courteously, and professionally.
- Contribute to the food and nutrition program at SCA.
- Work in all phases of the food service operation and know the nutritional standards.
- Work in compliance with federal, State, and local laws and regulations.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.

Physical Demands:

- Sit and stand for extended periods of time.
- Reach in all directions.
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds.
- Bend, twist, kneel, and stoop.
- Write legible reports.
- Read notes, memos, and printed material.
- Speak clearly and communicate effectively.

Work Environment

This job operates in a kitchen environment. This role routinely uses standard kitchen equipment such as stoves, knives, ovens, food processing, kitchen utensils, and dish washer. This job also operates in an environment with children and supervision is necessary at all times.

Employee Conduct

The SCA administration expects that the employees of SCA strive to set the kind of example for students that will serve them well in their own conduct and behavior. Every employee is expected to act in a professional, reasonable, and courteous manner at all times which fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive and could be cause for discipline, up to and including immediate termination.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. This includes any additional and all duties that are assigned by Administration.

BENEFITS

Subject to participation requirements:

- Free meals (Breakfast and Lunch)
- Health, dental, and vision packages
- PERA (Retirement contribution 21%)
- Life insurance
- 4-day work week
- Opportunities for bonuses
- Popcorn and coffee in workrooms

SALARY

Salary will be determined on the basis of job performance, adherence to school policies and procedures, the ability to meet or exceed duties per the position job description, and the achievement of performance goals within budgetary limits. Placement on SCA's salary schedule, which can be found at sca.district70.org, will be determined based on education level and years of experience in a similar / related field.