

*Some Option!*

**Regional School District #16**  
**POSITION DESCRIPTION**

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**Position Title:** **GENERAL KITCHEN WORKER**

**Reports to:** Food Service Director/ Administrator/ Business Manager  
Superintendent

**Approved by:** Board of Education

Date: May 13, 1998

Revised: June 9, 2010

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**POSITION SUMMARY:** Works in an individual school's food service operation.

**ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES:**

- Performs duties as directed by the cook manager and assistant cook.
- Assists in the operation of the point-of-sale computerized system and with the counting, rolling and depositing of daily school lunch funds.
- Assists with putting delivered food and supply cases into proper storage.
- Assists in the preparation of all components of the school meals and ala carte foods.
- Serves students and staff during lunch waves as directed by the cook manager.
- Orders food and supplies as directed by the cook manager.
- Serves kindergarten snack and milk daily, when applicable.
- Alternates on pot sink and washer.
- Assists manager with inventory of food and supplies.
- Responsible for daily and weekly cleaning of assigned areas.
- Helps co-workers with daily tasks when instructed by the cook manager.
- Sells cookies and ice-cream and accounts for monies received when applicable.
- Acts as a back-up cashier when needed.
- Employs the necessary sanitation and safety measures as required by the Board of Health.
- Maintains a courteous manner with staff, students, administrators and parents.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular and consistent attendance is essential for this position.

**EDUCATION AND/OR EXPERIENCE:**

A minimum of a high school diploma or general education degree (GED). Education and/or experience in the food service field helpful.

**LANGUAGE LEVEL:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, recipes, and procedure manuals.

**CERTIFICATION:**

Requirement for General Workers who work more than four hours per day: Sanitation Certificate (Qualified Food Operator License) which includes 10 hours of formal training in sanitation must be completed within the first year of employment and kept current at all times during foodservice employment. Formal and continuing education credits are encouraged. Regional safety and sanitation workshops are mandatory when scheduled by Director.

For General Workers who work less than four hours per day: Sanitation Certificate (Qualified Food Operator License) is strongly encouraged but not required including -- 10 hours of formal training in sanitation encouraged (but not required) within the first year of employment. Regional safety and sanitation workshops are mandatory when scheduled by Director.

**REASONING ABILITY**

Possesses the Ability to apply common sense understanding to carry out detailed written or oral instructions. Demonstrates the ability to deal with problems in standardized situations. Possesses the ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

**OTHER SKILLS AND ABILITIES:**

Possesses the ability to work effectively with students, staff, administrators, parents and co workers.

**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.

The physical qualifications include (a) freedom from communicable diseases; (b) lifting of objects up to 30 pounds of weight; (c) ability to reach, bend and stretch in the discharge of duties.

**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.

The noise level in the work environment is usually moderate. The employee is continuously interacting with the public, students, and staff.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.