

# Richfield Public Schools

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Position Title: Kitchen Assistant

Department / Unit: Site as Assigned

Accountable To: Kitchen Site Manager

Date of Latest Revision: May 2012

## I. PURPOSE OF THE POSITION

Under the direction of the Supervisor of Food Services and Kitchen Site Manager, to perform a variety of area clean up, meal serving and preparation assistance as directed in a manner that contributes the safe and efficient operation of the kitchen site and also the safe and timely availability/delivery of meals that comply with the National School Meal Programs.

## II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Performs daily responsibilities related to cleaning, sanitizing and maintaining operation of the kitchen equipment according to established sanitation and safety standards to ensure compliance with applicable Federal, State and District safety and sanitation regulations and policies.
- D. Assists with the daily get-ready and meal preparation steps to ensure appropriate meal service in accordance with the applicable site / student eating schedules including the cooking and panning of entrees and also replenishing entrees as required.
- E. Monitor student meal trays for compliance with "offer vs serve" federal meal requirements.
- F. Performs cashiering as scheduled or required to ensure that students are correctly using their personal identification numbers (PIN's) and calls for assistance if the automated cashiering system malfunctions.
- G. Assumes sufficient cook responsibilities to maintain the established meal delivery schedule during unanticipated absences of the in-charge cook.
- H. Attends approved classes seminars and conventions to achieve and maintain the appropriate level (s) of MSNA certification and recertification at levels determined by the District.
- I. Performs other job related responsibilities as assigned.

### III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
  - High School or GED equivalent
  - SNA Certification Level 1 required.
  - Demonstrated ability to contribute to a coordinated work effort as part of a site food service team.
  - Demonstrated strength and stamina to perform job responsibilities of this position.

### IV. WORK ENVIRONMENT

- Work is typically performed in an inside, temperature controlled kitchen site. However, there are the usual potential hazards of working in a school kitchen e.g. wet floors, hot stoves and ovens, food preparation equipment, knives, varying temperatures, etc.
- There is regular lifting and moving of foodstuffs, serving containers, equipment and cleaning supplies required to perform the job responsibilities of this position.

*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. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.*