

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Kitchen Assistant
CATEGORY:	Classified Non-Exempt
REPORT TO (BY TITLE):	Executive Director/Principal
SALARY RANGE:	12
SALARY SCHEDULE:	Classified Contract
WORK YEAR:	10 Months

POSITION DESCRIPTION

Under supervision, prepare and serve food. Maintain food service facilities in a clean and sanitary condition.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

1. Assist in the preparation and cooking of food.
2. Set up food, utensils and equipment for meals.
3. Serve a wide variety of meals to students, staff, and others.
4. Clean and store dishes, utensils, cafeteria equipment and food supplies.
5. Clean work areas and dispose of refuse.
6. Assist with wrapping, packing and loading of food.
7. Assist in inventory control and receiving orders.
8. Supervise student helpers.
9. Attend a variety of meetings, workshops, and conferences, as required.
10. Perform related duties consistent with the scope and intent of the position.

JOB REQUIREMENTS

Knowledge of:

- Sanitation principles applicable to food service and kitchen maintenance.
- Basic math including but not limited to measurement and money handling.
- Basic methods of food preparation.
- Oral and written communication skills.
- Food handling practices and procedures and kitchen equipment.
- Operation of a computer and assigned software.

Ability to:

- Add and make change correctly and quickly
- Maintain acceptable grooming and personal hygiene
- Prepare simple food

- Learn to operate a variety of kitchen equipment
- Follow written and oral instructions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of equipment including a computer and assigned software
- Work independently with little or no direction
- Be detail-oriented, organized and accurate.
- Utilize interpersonal skills using tact, patience and courtesy

Physical Requirements:

- Standing for prolonged periods
- Digital dexterity to operate equipment
- Ability to read printed matter and computer screens
- Ability to communicate so others will understand a normal conversation
- Ability to hear and understand speech
- Ability to bend, twist, stoop, and reach.
- Ability to occasionally lift, push, pull and carry up to 100 pounds
- Ability to frequently lift, push, pull and carry up to 50 pounds

Work Environment:

- Extreme temperatures
- Skin contact with detergents, abrasives and cleaning and disinfectants

MINIMUM QUALIFICATIONS

Experience:

- Possession of a valid Food Handler's Certificate

Education:

- Completion of a high school diploma or GED.