

KITCHEN HELPER – Elementary & Middle School

ESSENTIAL DUTIES and RESPONSIBILITIES:

- A. Assists in the preparation and serving of meals by:
 - Receiving meals delivered by the central kitchen
 - Assisting with heating lunch and breakfast meals delivered by the central kitchen
 - Operating kitchen equipment in a safe and proper manner
 - Assembling menu items
 - Setting up, arranging and maintaining serving line
 - Breaking down serving lines and properly storing leftovers
 - Assisting with receiving and storing weekly food and supply orders
- B. Serves students and staff in a consistent and pleasant manner by:
 - Receiving cash for meals
 - Serving menu items during breakfast and lunch times
 - Monitoring student workers while on serving line
 - Assuming cook/cashier responsibilities in their absence as required
- C. Assists with the daily cleaning and maintenance of all kitchen equipment by:
 - Cleaning and sanitizing all kitchen equipment and work areas daily or at regularly scheduled intervals as required
 - Reporting any faulty equipment to Food Services Supervisor
- D. Meets all specifications of regulatory agencies by:
 - Maintaining current knowledge of applicable Health Department regulations
 - Maintaining high standards of personal safety, cleanliness and sanitation in the kitchen
 - Following all rules and regulations for sanitation and proper food handling procedures
 - Reporting any violations of Health Department regulations to supervisor
 - Following guidelines as written in the Food & Nutrition Services Handbook for Food Service
- E. Maintains a cooperative and professional relationship with staff and supervisors by:
 - Establishing and maintaining effective and cooperative relationships with those contacted in the course of work
 - Communicating effectively with those contacted in the course of work
- F. Maintains a high level of ethical behavior and confidentiality of any information regarding students, staff and all job-related matters.
- G. Meets team responsibilities by:
 - Assisting with training of substitutes and temporary workers as necessary
 - Reporting any problems or accidents to the supervisor
 - Working independently and as a team member
 - Assisting co-workers as needed
- H. Performs other duties as may be assigned by the Food Services Supervisor

MINIMUM QUALIFICATIONS:

- Education, Licensure
 - High school diploma or equivalent
- Experience
 - Experience with quantity food preparation and service *preferred*

- Knowledge, Skills and Abilities
 - Knowledge of food safety practices, rules and regulations
 - Knowledge of high volume kitchen practices and procedures
 - Knowledge, skills and abilities in proper maintenance, care and sanitation of food equipment
 - Ability to understand and use basic mathematics
 - Ability to learn and operate a cash register and/or point of sale program
 - Ability to operate food service equipment including, but not limited to, mixers, scales, knives and ovens
 - Ability to organize and maintain assigned area
 - Ability to effectively manage time and responsibilities
 - Ability to prioritize and adjust tasks as necessary
 - Ability to understand and carry out written and oral instructions
 - Ability to handle stressful situations
 - Ability to work effectively without close supervision
 - Ability to understand and implement district safety rules and procedures
 - Knowledge of and ability to use positive problem solving skills
 - Demonstrated ability to lift loads up to 50 pounds. Certification of good health, including a back evaluation and physical examination upon request

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually loud but may adjust with changing dynamics. An employee in this position will be working in a fast-paced environment, experiencing time constraints and stressful situations at times.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand for long periods of time, sitting, walking, bending, twisting at neck & waist and bending & kneeling. Must have an adequate range of motion in upper extremities. Should expect and may be required to move, lift and carry up to 50 pounds occasionally and 35 lbs frequently. Specific vision abilities of this job include close vision, distance vision, depth perception, and the ability to adjust focus.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands & work environment characteristics, and mental/motor demands described within this job description 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.

IMMEDIATE SUPERVISOR: FOOD SERVICES SUPERVISOR

EVALUATION: Performance of this job will be evaluated in accordance with established provisions.

TERMS OF EMPLOYMENT: Salary, benefits, and other working conditions as negotiated by the MCPS Board of Trustees and the Merged Missoula Classified Employees Organization.

EQUAL OPPORTUNITY EMPLOYER

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