

Food Service Kitchen Helper

The job of “Kitchen Helper” is done for the purpose of preparing and distributing food items that meet mandated nutritional requirements; fulfilling requests of students, visitors, and school personnel; meeting projected meal requirements, operating food service equipment; cashiering on Point-Of-Sale computer equipment; maintaining inventories of food service items; and maintaining facilities in a sanitary condition.

Essential Job Functions:

- Accesses systems (e.g. POS, email, training portal, etc.), for the purpose of processing, printing, communicating and meeting customer needs.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends training meetings for the purpose of maintaining standards and departmental goals.
- Cashiers for the purpose of completing sales transactions and maintaining accurate records.
- Cleans utensils, equipment and the storage, food preparation and serving areas; for the purpose of meeting safety/sanitation standards.
- Documents daily control Procedures and sanitation processes for the purpose of providing written records using standardized forms.
- Inventories, counts, and records remaining food items and school stock for the purpose of maintaining basic par levels and/or returning food to the central kitchen according to mandated sanitary standards.
- Monitors temperatures (food and equipment) and maintains HACCP logs, for the purposes of maintaining wholesome products and fulfilling USDA HACCP requirements.
- Operates specialized kitchen equipment (deep fat fryers, ice cream machines, etc.) for the purpose of providing food items, sustaining proper food temperatures, cleaning/sanitizing work areas, and serving customer needs.
- Organizes food work and service areas for the purpose of serving and maintaining an attractive, sanitary, and efficient environment.
- Prepares food and beverage items for the purpose of meeting customer needs.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquiries of students, staff and/or public for the purpose of providing information and/or meeting customer expectations.
- Serves Customers (students, staff, parents, building visitors) food and beverages for the purpose of meeting location needs, district specifications, and providing high quality products.
- Stocks and reports food and supply level needs to supervisor for the purpose of monitoring and sustaining adequate quantities.

Job Requirements - Qualifications:

- **Experience Required:** None

- **Skills, Knowledge and/or Abilities Required:**

Skills to perform basic arithmetic calculations, operate and care for institutional kitchen equipment, use English in verbal and written form, communicate effectively.

Knowledge of health and sanitation principles.

Abilities to stand for prolonged periods, understand and carryout oral and written instructions.

Significant physical abilities include lifting/carrying/pushing/pulling, climbing/balancing, stooping/kneeling/crouching, reaching/handling, fingering/feeling, talking/hearing, near/far visual acuity, depth perception, visual accommodation.

Education Required: High School diploma or equivalent.

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance.

Other: Washington State Food and Beverage Worker's Permit required.

Effective Date: _____

Approval:

Supervisor

Administrator

Personnel

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Food Service Kitchen Helper

Report Identification Code = psdfs1s

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

1. STRENGTH:

A. Standing	45%
Walking	45%
Sitting	10%
B. Lifting	F 35 lbs.
Carrying	F 35 lbs.
Pushing	C 35 lbs.
Pulling	C 35 lbs.

2. CLIMBING	O
BALANCING	C

3. STOOPING	F
KNEELING	O
CROUCHING	O
CRAWLING	NP

4. REACHING	C
HANDLING	C
FINGERING	F
FEELING	O

5. TALKING:	
Ordinary	F
Other	F
HEARING:	
Conversations	F
Other Sounds	F

6. SEEING	
Acuity, Near	F
Acuity, Far	O
Depth Perception	F
Accommodation	F
Color Vision	O
Field of Vision	O

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (2) (3) (4) (5) (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are sacks of flour, cases of soft drinks, trays, cart, hand truck, balancing is wet, slippery floors, stooping is low racks, ovens, reaching/handling/ fingering are dishes, spoons, food, cash, talking/hearing normal conversation and other sounds, visual acuity is serving, preparing food.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Food Service Kitchen Helper

Report Identification Code = psdfsls

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Work Day
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 80% Outside 20%

Comments Regarding "Inside/Outside work site location" = Primary activity of job performed inside

2. EXTREME COLD O

Comments Regarding "Extreme Cold" = Walk-in freezer/coolers

3. EXTREME HEAT F

Comments Regarding "Extreme Heat" = Stoves, ovens, fryers

4. WET/HUMID O

Comments Regarding "Wet and/or Humid Conditions" = Washing dishes/pans/hands

5. NOISE 80 decibels

VIBRATION O

Comments Regarding "Noise" = Mixers, pots and pans banging

Comments Regarding "Vibration" = Mixers

6. HAZARDS:

Mechanical O

Explosives NP

Electrical S

Radiant Energy O

Burns F

Other Hazard/s F

Comments Regarding "Mechanical Hazards" = Mixers, slicers, oven doors, knives

Comments Regarding "Electrical Hazards" = Electrical appliances

Comments Regarding "Radiant Energy" = Ovens

Comments Regarding "Burn Hazards" = Ovens, steam tables, hot pans

Comments Regarding "Other Hazardous Conditions" = Wet surfaces (slipping)

7. ATMOSPHERIC CONDITIONS:

Fumes	S
Mists	S
Odors	S
Gases	NP
Dusts	O
Poor Ventilation	O
Other Atmospheric Hazards	NP

Comments Regarding "Fume Exposure" = Cleaning solvents

Comments Regarding "Mists" = Boiling water, dish water

Comments Regarding "Odor Exposure" = Oven cleaners, bleach, cleaners

Comments Regarding "Dust Exposure" = Flour, pollen

Comments Regarding "Poor Ventilation Conditions" = A problem if window is closed or fan is off

8. PROTECTIVE CLOTHING - DEVICES: Latex/mesh gloves, hair nets, back braces, aprons

9. E. C. SUMMARY: Inside and Outside Work 2 (3) 4 5 (6) 7 Numbers encircled by () indicate significant involvement of factors enumerated and rated above.