



TRINIDAD

School District #1

JOB DESCRIPTION

POSITION TITLE

Kitchen Helper

REQUIRED QUALIFICATIONS:

- Ability to successfully pass **required physical exam** that will require lifting 50 pounds, and pushing/pulling 35 pounds of force.
- Ability to work independently with minimal supervision.
- Ability to relate in a positive manner to fellow employees, supervisors, students, and the public.
- Food preparation experience or training.
- Ability to use a calculator and accurately complete a bank deposit slip.
- Ability to accurately count and record food items, inventory, and production records.
- Prior ServSafe Certification and/or current Food Manager Certification, or completed during probation.

REPORTS TO:

Head Cook

Secondary Reporting Responsibility-Food Service Director

JOB SUMMARY:

The kitchen helper is responsible for assisting in the daily preparation of breakfast and lunch under the supervision of the Head Cook.

PERFORMANCE RESPONSIBILITIES:

- Operate specialized food service equipment.
- Assist in food production, service and/or cleanup tasks as assigned.
- Receive and unpack food and supplies.
- Clean and maintain food service equipment and facilities.
- Participate in ongoing professional training.
- Assist in serving foods during lunch periods.
- Follow standard receiving procedures to assure quality and correct quantity of food received. Document time and temperature of items received. Reports problems immediately to the Head Cook. Follows **HACCP** date marking and labeling protocol.
- Use the correct portion control techniques to meet United States Department of Agriculture requirements.
- Maintain high food quality and appearance.
- Maintain a clean and sanitary work station.
- Maintain high standards of personal hygiene. Follows hand washing protocol. Practices standards of dress, including shirts with sleeves, closed toe shoes, hair restraint, wearing an apron, and single use gloves when handling food.
- Perform other duties as directed by the Head Cook.

TERMS OF EMPLOYMENT

Ten, eleven or twelve month year. Salary and work year is to be established by Trinidad School District #1 Board of Education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Trinidad School District #1 Board of Education regarding Evaluation of Professional Personnel.

Staff Signature:_____ Date:_____

Supervisor:_____ Date:_____

Revised: 1-27-2021