

Spring Hill U.S.D. #230  
101 East South Street  
Spring Hill, KS 66083

## ***KITCHEN WORKER JOB DESCRIPTION***

**Purpose:** The Food Worker assists in the preparation and serving of food, and in the cleaning and maintenance of kitchen facilities. To accomplish these tasks the Kitchen Worker must work closely with the staff and administration of U.S.D. #230.

**Responsible to:** Supervisor of Food Service and Kitchen Manager

**Payment Rate:** According to the classified salary schedule

**Benefits:**

- Fringe benefits as scheduled by the Board of Education.
- Sick Leave: One (1) day for each full month of employment, accumulative to sixty (60) days).
- 1 Day Personal leave per year, un-accumulative. One (1) other personal day may be taken and deducted from sick leave.
- 2 Days Bereavement leave per year, un-accumulative. One (1) other bereavement days may be taken and deducted from sick leave.

**Qualifications:**

1. High School diploma or equivalent.
2. Experience in large-scale food preparation.
3. Health and Inoculation Certificate on file in the Central Office.
4. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
5. Desire to continue career improvement.

**Essential Functions:**

1. Assist in preparing and serving food.
2. Assist in cleaning and maintaining kitchen facilities.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. React to change productively and handle other tasks as assigned.
6. Appropriately operate all equipment as required.
7. Support the value of an education.
8. Support the philosophy and vision of U.S.D. #230.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, bending, and reaching.
4. Must work in noisy and crowded environments.
5. Must work in and around fumes and odors.

**General Responsibilities:**

1. Prepare and serve food, and clean kitchen equipment as directed.
2. Maintain proper sanitary and safety practices.
3. See that district policies are observed at all times.
4. Keep abreast of new information, innovative ideas and techniques.
5. Attend food safety basic classes.
6. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Other duties as assigned by the Kitchen Manager or Food Service Director.

10/03