



Job Description

JOB CLASS: Food Services Kitchen Assistant I
REPORTS TO: Food Services Kitchen Lead
FLSA: Non-Exempt
SCHEDULE: 180 days/year; Monday-Friday; 3.0-5.5 hours/day (excludes lunch)

FUNCTIONAL PURPOSE:

The purpose of this position is to assist with all aspects of production and service of meals including cooking, line setup, and replenishment, clean up, responsible for operating cash register, and assisting with supervising and assisting students while maintaining a school food service unit in a sanitary, safe and orderly condition.

ESSENTIAL/CORE JOB FUNCTIONS:

- Serve or cashier as designated by the Food Services Kitchen Lead or Food Services Manager.
- See that all food is stored, prepared, held and served at recommended temperatures.
- Ensures preparation, serving, and storage areas are clean and organized.
- Performs duties with awareness of all District requirements and practices.
- Assists in the preparation of food items as directed and according to daily production sheets and recipes provided in a timely manner to insure proper service during meal periods.
- Assist in preparation of food order for the Food Services Manager weekly or as needed.
- Cleans and sanitizes all kitchen equipment, trays, utensils, pans and all food preparation items.
- Clean and sanitize all floors and food preparation surfaces and dispose of daily kitchen preparation trash and cardboard materials.
- Notify supervisor of any problems with equipment, employee scheduling, employee relations, food preparation and customer satisfaction.

SECONDARY JOB FUNCTIONS:

- Prepare wholesome, balanced meals in an attractive, efficient, economical and safe manner.
- Review menu and production sheets with supervisor to coordinate baking and cooking times throughout the shift as well as space for cooking and holding of baked products.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE REQUIREMENTS:

No degree or graduation requirements but high school graduation or equivalency program or experience in a school food service setting is preferred.

REQUIRED CERTIFICATIONS

- Food Safety Certification 6-8 hours of CEU/year
- Must maintain updated state required clearances

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work with children and other staff.
- Ability to use point of sale technology to complete food service transactions and apply credits and debits toward student accounts.
- Knowledge of Family Educational Rights Privacy Act (FERPA) regulations and how they may apply to sharing student information with various stakeholders who may be requesting information.
- Ability to read and prepare food items using standardized recipes.
- Ability to measure/weigh items.
- Ability to accurately count money.
- Ability to use a touchscreen Point of Sale system.
- Ability to perform basic math skills.
- Ability to read, understand and follow simple instructions, both in verbal and written form.
- Knowledge of basic math skills.
- Knowledge of proper food handling and proper food temperatures.
- Ability to use all kitchen equipment including but not limited to meat slicer, oven, steamer, range, dish machine, hot holding cabinet, buffalo chopper, mixer.
- Knowledge of how to follow and break down a recipe for required portions.
- Knowledge to work cooking/cleaning machinery.
- Interpersonal skills used to work effectively with teams. Including skill in managing conflict or differences of opinion between subordinates or supervisors.
- Skill in adapting to fluid work situations or adapting to changes in expectations, procedures, or technology used on the job.
- Skill in communicating effectively both orally and in written communication. Includes ability to present information to internal and external stakeholders.
- Problem solving skills using creativity, reasoning, past experiences, and information available to overcome challenges on the job.
- Leadership skills used to achieve organizational objectives. Experience leading, developing, and providing corrective feedback that results in positive work outcomes and productive leader-subordinate work relationships.

PHYSICAL WORK DEMANDS:

- Be able to occasionally bend, kneel, crouch, crawl, twist, or stoop to inspect work, handle resources and materials.
- Have the ability to reach above and below shoulder level to handle materials or use work related resources.
- Ability to hear and understand speech at normal levels, outdoors and on the telephone assisted or unassisted by hearing devices.
- Have the ability to occasionally sit on the floor to work with materials or equipment.
- Ability to stand for extended periods of time.
- Possess near and far acuity to monitor people, equipment, other objects, or vehicles at near and far distances.
- Ability to walk about work area to perform tasks and complete usual work activities.

May be required to lift items such as cans of food, food trays, and cash drawers weighing up to 20 lbs.

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required and is not intended to be an exhaustive list of all qualifications associated with this job.

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