TITLE: High School Kitchen Assistant

FLSA: Exempt

REPORTS TO: Head Cook and Food Service Director

POSTED: February 5, 2020

SALARY: Commensurate with contract; $14.05 per hour (probationary rate) for 2019-20

NUMBER OF DAYS: School year position

NUMBER OF HOURS: Typically 6.0 hrs/day

LOCATION: St. Johns High School

POSITION SUMMARY

Performs the more routine duties involved in the preparation and serving of food and in the cleaning of kitchen equipment and facilities. May assume additional duties. Nature of work requires sustained moderate physical effort, operation of standard food service equipment, and continuous standing.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Implements the cycle menu in accordance with SJPS policies, procedures, and established practices; budget requirement.
- Assists in ordering food, milk and bread.
- Prepares, organizes, and sets up the food for satellite delivery.
- Make and understand accommodations for students with special dietary needs.
- Assist in keeping an up-to-date inventory of all cooking supplies within the kitchen and store room.
- Maintain records relating to the numbers of students and adults that participate in the breakfast program, lunch program, and the snack program.
- Assist in maintaining all required paperwork for CACFP, and NSLP. Paperwork includes menu production records, daily meal counts, inventories, cycle menus, food purchase receipts etc. Compiles monthly reports accurately.
- Attends staff meetings.
- Maintain proper cleanliness throughout the kitchen and storeroom.
- Check all kitchen equipment regularly, including the temperatures of all cooling equipment.
- Understand and be able to use Infinite Campus POS.
- Demonstrate ability to supervise and work with the other personnel.
- Follow and direct staff with HACCP and SOP procedures.
- Crosstrain with other positions in food service.
- Perform all other duties as directed by the kitchen head, food service director and/or the building principal or their designee.

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EMPLOYMENT QUALIFICATIONS

EDUCATION and/or EXPERIENCE:
- High school diploma or general education degree (GED)
- Previous experience in food service required
- Previous experience working with students preferred
- Cashier/IC software experience preferred
- Statewide Training Classes (Basics, Safety and Sanitation, Food Managers Training, Allergen Essentials, Civil Rights, Offer vs Serve) preferred

CERTIFICATES, LICENSES REGISTRATIONS:
- Food Managers or ServSafe Certificate
- Allergen Awareness

OTHER KNOWLEDGE, SKILLS AND ABILITIES:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s.
- Ability to perform using units of American money and weight measurement, volume and distance.
- Excellent oral and written communication and human relations skills.
- Point of Sale and computer skills.
- Willingness to maintain Professional Standards minimum continued education hours.

QUALIFICATION REQUIREMENTS:
- Willing to work as a team member
- Regularly lift and position materials weighing up to 50 pounds
- Practices approved standards of customer service
- Ability to maintain a positive attitude toward co-workers and staff
- Ability to work without direct supervision
- Basic computer skills
- Recipe conversions, portion control standards and food presentation skills
- Must be able to maintain confidentiality
- Completion of Sanitation and Safety Class

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

PHYSICAL DEMANDS:
The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist. The employee is frequently required to reach with hands and arms and repeat the same hand/arm/finger motion many times as she/he is serving customers. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee may be required to leave the building.

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WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies.

If interested in this position, please apply through FastTrack. A completed online application is required for all applicants.
Position will be posted until filled.

It is the policy of the St. Johns School District that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

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