



JOB DESCRIPTION

Job Title Food Service - Kitchen Assistant 1
Reports To Food Service Supervisor
Location Food Service Department
Hours/Schedule Part-time (hours vary), 10 months/year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Kitchen Assistant 1 is responsible for preparing main entrees and other food items for the alternate lines at assigned locations, following a planned menu and standardized recipes. Other responsibilities will include one or more of the following: set-up and restock serving lines, cleanup, order food items, serve students, assist in dish room, and operate the computer at point of sale.

Essential Job Functions

- Prepares the daily main entree options and/or other food items for the alternate serving lines.
- Sets up serving lines, ensuring high standards of food quality and appearance before food is served to students and staff. Follows food preparation directions and HACCP regarding time and temperature.
- Follows planned menus using production sheets and standardized recipes to ensure required portions of food items are being offered.
- Records amounts of food items prepared and leftover items on daily production sheet. Uses records to forecast future needs and minimize waste.
- Operates computer at point of sale during service.
- Follows proper sanitation procedures while on duty.
- Maintains a clean workstation and cleans any dishes used during food preparation.
- Cleans up following meal service and labels any food items that will be placed in cooler or freezer.

Ancillary Job Functions

- Assists in dish room and cleaning of kitchen equipment.
- Helps serve student meals as needed.
- Places food order weekly to kitchen supervisor.
- Inventories food and supplies for the purpose of ensuring availability of items required for planned meals.
- Attends local chapter and staff meetings.
- Participates in professional development classes and workshops approved by the Food Service Director.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or general education degree (GED).
- Basic mathematics, communication, and computer skills.
- Able to learn quickly and be flexible to change.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Food preparation experience or training.
- Have knowledge of current State and Federal Regulations and guidelines as they pertain to school food service programs. Understanding of offer-vs-serve as it applies to the National School Lunch Program.
- Familiar with basic record keeping as it pertains to food production worksheets.
- Knowledge of the use, cleaning, and maintenance of all commercial food service equipment used.
- Sanitation certification or willingness to obtain certification as soon as possible.
- Training in basic first aid.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to communicate professionally and relate effectively with district staff, students, parents, and public in a positive manner.
- Ability to maintain accurate and complete production records.
- Ability to organize, plan, and complete workload in a timely manner.
- Ability to work independently and as a team member.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain confidentiality.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally be exposed to potentially hazardous bodily fluids.
- Kitchen environment with moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to stand on tile/cement floor, frequently bending or twisting while performing duties.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Able to lift or move up to 50 pounds.
- May occasionally work in temperatures of above 100 degrees with higher humidity levels and experience temperature extremes from walk-in coolers/freezers to warm kitchens.
- Specific vision abilities required by this job include close vision, depth perception and peripheral vision.

The Rice Lake Area School District is an equal opportunity employer. The District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or gender identity or gender expression.

The information contained in this job description is for compliance with the Americans 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.