

Trout Lake School District No. 400

Kitchen Helper Job Description

General Description of Position: This job will be from 11:00 pm until 2:00 pm (M-F) serving as the school's lunch program Assistant to the Food Manager. The school currently has an enrollment of about 200 students and it is projected that roughly 50% of those will choose to purchase school lunches.

Salary: Based on the classified bargaining agreement

Work Year: On average 164 days per year, or each day that school lunch is served, plus days for required training.

Qualifications:

1. Experience in larger-scale food preparation
2. Must have working knowledge of basic math applications and computation skills
3. Food handlers permit
4. First aid and CPR certification
5. Ability to communicate effectively, courteously, and efficiently with a variety of individuals including co-workers, students, and administration
6. Dependability, punctuality, good attendance, and initiative are essential

Performance Responsibilities:

1. Perform a wide range of cooking tasks associated with the preparation of student meals
2. Ensure high standards of service and food quality; serve students/staff appetizing food in adequate portions
3. Ensure foods are maintained at proper temperatures for storing and serving
4. Ensure that all applicable work safety and security procedures are followed
5. Wash dishes and equipment, keeping an attention to detail
6. Monitor and assist in cleaning and maintaining kitchen facilities
7. Demonstrate a positive attitude and willingness to serve our customers
8. Receive deliveries and turn in invoices when needed
9. Ensure that all equipment and lights are turned off and all storage and doors are secured at the end of the shift
10. Make sure that all equipment is stored properly at the end of the day
11. Wrap, store, and date leftover foods properly
12. Adhere to all district health and safety policies
13. Maintain proper hygiene, sanitary, and safety practices as regulated by the district, county, and state of Washington
14. Implement basic accounting of the program including money collected, meals served, and cost of food; make adjustments in consultation with administration
15. Support staff in a variety of capacities
16. Other duties may be assigned as needed for this position

Physical Requirements/Environmental Conditions:

1. Tasks require repetitive motion and long periods of time on the feet
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 50 pounds
3. Requires stooping, bending, and reaching
4. Environments could be noisy and crowded
5. Must work around some fumes and odors
6. Must maintain appropriate levels of hygiene
7. Must work with electrical appliances
8. Must work with dishwashers, dishwashing liquids, and cleaning chemicals
9. Must work with materials that are extremely hot or extremely cold
10. Will include high-stress situations in serving large groups in a limited time frame

6/13/2024