

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: Kitchen Assistant

JOB SUMMARY: Responsible for set up and organizing various areas within the Child Nutrition Department

REPORTS TO: Child Nutrition Director & Cook Manager
(Cook Manager directs work flow on a daily basis.)

LOCATION: District, Child Nutrition Department

MAJOR JOB DUTIES:

Essential Functions (and frequencies—see frequency key):

- Setting up serving lines which includes setting out designated utensils, paper products and trays. (Occasional-Frequent)
- Assist in preparing and serving cold line meals as requested by Cook Manager. (Occasional)
- Serve students and adults. (Occasional-Frequent)
- Assist in preparing box lunches or “to go” lunches for various groups and activities. (Occasional)
- Replenish cold and hot food items as needed. (Occasional-Frequent)
- Responsible for following procedures outline by our HACCP policy. (Constant)
- Replenish designated utensils, paper products, and trays between student groups. (Occasional-Frequent)
- Clean up serving areas between groups and at the completion of serving. Clean Work Stations and designated areas. This includes but is not limited to disinfecting, wiping counters, sweeping, mopping, and bringing dirty dishes to the dishwashing area. (Occasional-Frequent)
- Set up ala carte items at the High School and at the Intermediate School as needed. (Occasional)
- Assist in preparing food carts for the next day. (Occasional)
- Check in delivered items, verify the temperature of delivered foods according to HACCP guidelines and stock shelves. (Occasional-Frequent)
- Dishwashing to include washing trays, silverware, pots and pans etc. (Occasional-Frequent)
- Assist cooks, school keepers and other food service staff with cleaning and loading/unloading duties. (Occasional)
- Other duties as requested of cook managers and Child Nutrition Director.

Work Activities:

Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as reaching on all planes, lifting, balancing, walking, stooping, and handling of materials.

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors, problems, or defects.

Hours of Work: Varying shifts Monday-Friday

Terms of Employment: Master Agreement

Salary: Master Agreement

Clothing / Personal Protective Equipment/PPEs: Safety glasses/goggles, ear plugs (for those who would like to use them) slip resistant shoes (no open toes), approved uniform pants and shirts, rubber gloves, aprons, mask (when using chemicals), hot mitts and hot pads, hair nets, jacket and gloves (for freezer).

Equipment / Tools: Brooms, mops, rags, buckets, garbage liners and cans, cleaning chemicals, carts, dollies, hoses, hand broom, dustpans, stepstools and ladders of various heights, commercial electric mixing machines and related bowls, pots, pans and baking sheets, spatulas, whisks, spoons and ladles, a wide variety of fresh, frozen and canned food products and spices, heated serving units, warming carts, can openers, toasters, garbage disposal, 3 compartment sink, chopper, vegetable cutting machine (VCM), robot coupe, microwaves, freezers, refrigerators, chef's knives/shears/paring knives/serrated blade knives, sieves, strainers, tableware, data base software, storage containers and equipment, commercial dish washers/dryers, calculators, paper and pens/pencils, and telephone.

Qualifications including Education/Skills/Training Required:

The school's Kitchen Assistants are responsible for the set-up and organization of various areas of the Child Nutrition Department. The assistants also work in the serving and dishwashing areas of the kitchen. The assistants are an integral part of the goal of the kitchen to provide nutritious and healthy food products to the district's students, staff, parents, and guests. The assistants are to provide exemplary service and safe performance to ensure all food preparation and sanitation is completed to specific standards and OSHA regulations. Assistants are expected to demonstrate a positive attitude on the job as well as teamwork, school loyalty, cooperation with co-workers, effective supervision of children, safety mindedness, and regular attendance.

Education/Aptitude: High School graduate or equivalent. Completion of the ServSafe Course.

Licenses/Certification: *Certified by MSNA/SNA in Level I preferred.* Blood Borne Pathogen training and annual retraining as required.

Experience: Employees in this occupation usually need short term training.

Physical Demands of the Position:

This job is considered frequently light to occasionally medium work of an unskilled nature as defined by the Department of Labor's Critical Demands of Work (see key), on-site observation and measurement as well as employee input via functional job analysis processes of validation and consensus. Kitchen Assistants must be:

- Able to work with constant interruptions during a work shift.
- Capable of frequent to constant standing and walking on variable surfaces to include cement, linoleum, terrazzo, and other tile floors and wet or slippery surfaces throughout the work day.
- Capable of occasionally pushing/pulling carts and equipment loaded with food or equipment weighing over 300 pounds requiring up to 20 pounds of push/pull strength/force.
- Capable of repetitive squatting, stooping, kneeling, reaching (on all planes), twisting, and bending for variable periods of time.
- Capable of getting down to and up from ground level, from a sitting, kneeling or squatting position, getting back up to a standing position to perform cleaning and inspection of equipment and food preparation.
- Capable of picking up a 36 lb object (food containers and other items) and holding/lifting it in different positions with one hand while guiding the object with the other hand.
- Capable of picking up and maneuvering flat and bulky objects on floor or in awkward positions weighing up to 50 pounds (one example: canned or boxed foods) and lifting to waist and shoulder height. Items weighing 50 pounds may require assistance to lift.
- Other lifts measured include: lifting and carrying trays of food and packaged foods and other supplies weighing up to 40 pounds.
- Capable of operating a variety of kitchen equipment and handling supply items to include (but not be limited to) cleaning equipment and supplies, food supplies, industrial size canned, and other food supplies.
- Capable of working in extreme temperatures, humidity, noise extremes, cramped and busy quarters.
- Capable of using and must use all personal protective equipment.
- Capable of using all hand and power equipment requiring variable grip forces (estimated up to 40 pounds) and have good manual dexterity.
- Must be capable of climbing stairs, step stools and ladders as needed on the job.

NOTE: The physical demands described above represent real life tasks an employee may need to perform as part of the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While the frequency may be low, the above stated physical demands may be required during the course of a daily work shift. Tasks that have physical demands that exceed the above stated limits should only be performed with sufficient manpower or material handling equipment. Other miscellaneous duties may be assigned which fulfill the needs of students and staff.

Knowledge

Food Production — Knowledge of commercial food preparation and cleaning techniques to include storage/handling techniques.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Abilities

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

Speech Recognition — The ability to identify and understand the speech of another person.

Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Deductive Reasoning — The ability to apply general rules to specific problems to produce sensible outcomes.

Near, Distant and Color Vision — The ability to see details at close and distant ranges as well as color of food and other objects/symbols.

English Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

English Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

Finger Dexterity-- the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

KEY TO DEPARTMENT OF LABOR TERMS

The table below has definitions of the five critical demand levels and their specific task criteria:

Sedentary Work	Sitting for 6 hours of an 8 hour work day with lifting of no more than 10 pounds occasionally. Possible frequent lifting of small objects weighing less than 10 pounds such as files and small parts
Light Work (not to be confused with the terms of modified or transitional work)	Lifting no more than 20 pounds on an occasional basis and up to 10 pounds frequently. Typically requires standing and walking for 6 hours of an 8 hour day (certain light jobs may require continuous sitting and entail the consistent use of either hand or foot controls
Medium Work	Maximum occasional lifting of up to 50 pounds; frequent lifting of up to 25 pounds. Typically on feet 6 hours of an eight hour day
Heavy Work	Maximum lifting of up to 100 pounds with frequent lifting of weights up to 50 pounds. Typically standing and walking of 6 hours out of an 8 hour day.
Very Heavy Work	Maximum lifting of over 100 pounds with frequent lifting of weights up to 50 pounds. Standing and walking for the majority of the work day.

The following three frequency levels are also defined by the DOL and applied to work tasks i.e. rare to occasional, frequent and constant (RO/F/C). The DOL definitions of these frequencies are:

Rare to Occasional	0 to 20 times during a shift or 33% of the time
Frequent	20-100 times during a shift or 33-66% of the time
Constant	Over 100 times during a shift or 66-100% of the time

Disclaimer:

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Bargaining Unit: Local 284 Food Service Employees

Approved by Foley School Board on June 25, 2012, revision approved February 27, 2017

Foley Independent School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status or disability and will provide reasonable accommodations to qualified individuals with disabilities.