

Gahanna-Jefferson School District Position Description

Position Title:	Kitchen Helper
Reports To:	Food Service Supervisor
FLSA Status:	Non-Exempt
Revision Date:	May 28, 2019

SUMMARY: To assist in the preparation and serving of quality food to students in a quick and pleasant manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Assists with quantity food preparation and serving.
- Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met.
- Sets up and breaks down serving lines (salad bar, hot food, ala carte, etc).
- Operates dishwasher, ovens, steamers and point of sale.
- Acts as a cashier; counts money, makes change and deposits daily receipts, and completes related reports.
- Attends child nutrition professional development and safety training for certification.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

QUALIFICATION REQUIREMENTS: 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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Previous experience with large-scale cooking and food preparation/serving.

LANGUAGE SKILLS:

- 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.

MATHEMATICAL SKILLS:

- Basic mathematical skills with ability to add and subtract using units of American money.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed but basic written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Ability to pass an entry level aptitude test.
- Ability to work in a friendly, cooperative manner with co-workers, students, staff and parents.
- Ability to perform job and communicate in a noisy environment.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to perform basic computer skills.
- Observe rules, cleanliness and adhere to appropriate personal hygiene.
- Exercise care and safety in carrying out job duties.
- Maintain respect at all times for confidential information (i.e. free and reduced status).
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 at the neck and trunk while performing the duties of this job. The employee is required to reach with hands and arms, and repeat the same hand/arm/finger motion many times as in operating a cash register. The employee must lift, push, pull and/or move items such as milk crates, frozen foods, canned food, etc. up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception, peripheral vision and color vision.

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.

While performing the duties of this job, the employee may work in temperatures above 100° or below 32° and will walk on slippery surfaces. The employee must be able to work quickly and efficiently, and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.