

## HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

**JOB TITLE:**            *Kitchen Helper*

### **Job Purpose Statements:**

The Kitchen Helper job classification is an entry level food service position. This position performs various tasks in the school kitchen including but not limited to: preparing and distributing well balanced, attractive meals for consumption by students and school personnel that meet mandated nutritional requirements, washing dishes and other tasks assigned by the Cook Manager. This position does not supervise others and takes direction from the Cook Manager and is supervised by the Food Services Supervisor.

### **Essential Job Functions:**

- **Prepares and serves** food in accordance with the planned menu using approved standardized recipes and ensures appropriate food safety standards are maintained.
- **Cashiers** using the district's point-of-sale system.
- **Participates** in placing orders for necessary food and supplies needed for smooth operation of the food services operation at the site.
- **Inspects** deliveries of food items and/or supplies to verify quantities and qualities of items received and that delivery procedures comply with mandated health requirements.
- **Assists** cook manager in completing and maintaining appropriate reports and documentation to comply with federal, state, and district requirements.
- **Estimates** food preparation amounts to meet projected meal requirements and minimize waste.
- **Participates** in cultivating a working environment that fosters teamwork and communication.
- **Stocks** food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- **Provides** quality customer service that treats students and staff in a professional and friendly manner.
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- **Reports** equipment malfunctions to Cook Manager.

### **Other Job Functions:**

- Serves as a positive role model through appearance, personal neatness and personal habits.
- Cleans utensils, equipment, food storage containers, preparation and serving areas to maintain sanitary conditions.

### **Essential Job Requirements - Qualifications:**

- **Experience:** Experience working in a commercial kitchen preparing food in large quantities preferred.
- **Skills, Knowledge and/or Abilities Required:** Knowledge of food safety practices and standards. Ability to perform basic mathematical calculations. Skill in the use of standard office equipment including computers and required software programs. Ability to communicate effectively by interacting with colleagues, community members, students and parents in a respectful and trustworthy manner. Ability to understand and carry out oral and written instructions. Ability to make sound independent decisions. Ability and

willingness to follow safe workplace practices and expectations. Ability to meet the physical requirements of this position.

- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; successful completion of district-required pre-employment drug screening; satisfactory completion of post-offer physical capacity evaluation; possession of valid Food Handler Permit; completion of district required trainings.

### Physical Requirements:

- In a typical day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  
 Single Grasping    Pushing and Pulling    Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:  
Yes                                    No
- Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:  
 Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.  
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.  
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.  
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.  
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

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I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name/Date

Revised: 4/24/13