



JOB DESCRIPTION

Job Title	Food Service - Kitchen Assistant 2
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 2 provides support to the district food service program by assisting as needed with preparation, service, and cleanup of meals at assigned locations. Responsibilities will include one or more of the following: Prepare condiments/fruit/fresh vegetables, set-up and restock of food items, order food items, assist in dish room, serve students, and operate the computer at point of sale.

Essential Job Functions

- Prepares the daily condiments, fruit, dinner rolls, and/or fresh vegetables for serving lines depending on location or as needed.
- Follows planned menus using production sheets to ensure required portions of food items are being offered.
- Records amounts of food items prepared on daily production sheet. Uses records to forecast future needs and minimize waste.
- Serves student meals during hot lunch serving lines. Follows Federal guidelines as they pertain to the school food service lunch program.
- Assists prepping breakfast items for service as needed.
- Follows proper sanitation procedures while on duty.
- Maintains a clean workstation and cleans any dishes used during food preparation.
- Cleans up service area and/or dishes between serving lines and at end of day.

Ancillary Job Functions

- Assists in dish room and cleaning of kitchen equipment.
- Operates computer at point of sale during service as needed.
- Inventories food and supplies for the purpose of ensuring availability of items required for planned meals.

- Steps into other food service roles as necessary when short staffed.
- Attends local chapter and staff meetings.
- Participates in professional development classes and workshops approved by the Food Service Director.
- Maintains Professional Standards Training Requirements.

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.
- ServSafe 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 up 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 protected classes of race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, sex, or physical, mental, emotional or learning disability.

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.