



Job Title: Kitchen Assistant

Job Code Number: 330

Department: Child Nutrition

Reports To: Cafeteria Manager, Child Nutrition Director

Contracted Days: 177 days

Position Summary: The cook will participate in the major cooking tasks in preparing school meals in accordance with local, state, and national requirements of the National School Lunch Program and National School Breakfast Program.

Minimum Qualifications/Job Requirements:

Education: High School Diploma/Equivalent

Experience: SPS Child Nutrition, preferred

Specific Training/Skills:

- Follow a recipe
- Recognize a problem and act on it
- Follow local and state health regulations
- Demonstrate ability to prepare food in accordance with local, state, and federal guidelines
- Operate equipment found in school kitchen
- Keep accurate records
- Understand and carry out oral and written directions
- Maintain cooperative relationships with fellow employees, school administration, staff, students and community

Physical Requirements (If Applicable): Ability to bend and stoop, stand on feet for minimum of 6 hours, lift and carry 50 pounds

The Board of Education and Superintendent may approve alternatives to some of the listed qualifications.

Customer Contacts:

Internal: Child Nutrition employees

External: School meal customers including children, parents and SPS staff

Essential Job Functions - (Majority of duties performed, but not meant to be all inclusive nor prevent other duties from being assigned as necessary):

- Prepare and serve food, clean dishes, equipment and kitchen
- Properly store food and supplies
- Set standards of efficiency and sanitation in food preparation
- Follow daily duties and schedules as assigned by site supervisor
- Complete all required production records
- Perform other duties as required

Working Conditions – Typical daily working conditions include using cleaning supplies, using knives and other sharp objects, exposure to cooking equipment and hot surfaces, using walk-in cooler (35°F) and freezer (0°F), loud noises and strong smells. Frequent working conditions include wet floors.

Physical Demands:

Work normally requires finger dexterity and eye-hand coordination to operate kitchen equipment. Work will require occasional pushing, pulling or carrying up to 50 pounds. Work involves frequent standing, walking, stooping and bending. Work requires reading recipes, ability to communicate with others, tasting foods, holding small and large items and frequent reaching.

R-Regularly O-Occasionally N-Never

Conditions	R	O	N	Example Where Appropriate
Infectious Disease/Material			X	
Blood/Body Fluid			X	
Hazardous Material	X			Cleaning supplies are used daily
High Noise Level			X	
Combative Patients				
Electrical Hazards		X		Electrical equipment is used but should not be a hazard.
Moving Objects/Equipment	X			Mixer
Toxic Gases	X			Cleaning supplies are used daily, but should not be toxic.
Ionizing Radiation			X	
Dust		X		
Fumes			X	
Poor Ventilation			X	

Punctures/Wounds/Cuts		X		Knives and other sharp objects are used regularly.
Burns		X		Burns may occur.
Steam		X		Steam cooking is used daily.
High Elevations			X	
Operation of Motor Vehicle	X			Some employees are required to drive daily
Indoors/Outdoors			X	
Cramped Body Positions			X	
High Temperatures			X	
Low Temperatures				
Wetness/Dampness		X		Dish washing and steam cooking may add to wet conditions.
Air Pressure Changes			X	
Vibration			X	
Oily/Slippery Surfaces		X		Floors may become slippery.
Odors	X			Cooking produces strong odors.
Explosives			X	
Working with Others	X			Cooks must work with other employees daily.
Others (List)				

Physical Demands – (The physical effort generally associated with this position):

R-Regularly O-Occasionally N-Never

Abilities	R	O	N	Measurable Descriptor (height, distance, weight, frequency, etc.; at least one example required)
Vision (Corrected/Normal)	X			Cooking requires reading recipes.
Color Vision		X		Color vision could be required to judge food quality.
Hearing (Corrected/Normal)	X			Employees must be able to communicate with coworkers.
Sense of Touch			X	

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Sense of Smell	X			Smell is a factor in judging food quality.
Finger Dexterity	X			Cooking requires manipulating small and large items.
Temperature Discrimination		X		Sensing temperature is useful, but will be verified with a thermometer.
Intelligible Oral Communication	X			Employees must be able to communicate with coworkers.
Pushing	X			Equipment, food and supplies must be pushed into place.
Pulling	X			Equipment, food and supplies must be pulled into place.
Lifting	X			Equipment, food and supplies must be lifted into place.
Floor to Waist	X			Equipment, food and supplies must be lifted into place from the floor.
12" to Waist	X			Equipment, food and supplies must be lifted into place from dunnage racks or carts.
Waist to Shoulder		X		Equipment, food and supplies may be lifted into place to carts or shelving.
Shoulder to Overhead		X		Equipment, food and supplies may be lifted into place to carts or shelving.
Reaching Overhead		X		Equipment, food and supplies may be lifted into place to carts or shelving.
Reaching Forward	X			Equipment, food and supplies must be reached.
Carrying	X			Equipment, food and supplies must be carried, but carts are used when possible.
Standing	X			Cooking requires standing for all of a work shift.
Sitting		X		Cooks only sit during break times, or training.
Squatting		X		Cooks often squat to reach things.
Stooping		X		Cooks often stoop to reach things.
Kneeling		X		Cooks often kneel to reach things.
Walking	X			Cooks must walk in the kitchen.
Running			X	
Crawling			X	
Climbing			X	
Stairs (Ascending/Descending)			X	

Repetitive Leg/Arm Movement	X			Cooking requires repetitive motions.
Use of Foot or Hand Controls	X			Equipment requires manipulation.
Use of Respiratory Protection			X	
Others (List)			X	Oven cleaning requires gloves and googles.

There will be no discrimination in the district because of age, color, disability, gender, gender expression or identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

APPROVALS

Employee _____ Date _____

Director/Principal _____ Date _____

HR Director _____ Date _____