

**WILLOW RIVER AREA SCHOOL
8142 PINE STREET
WILLOW RIVER, MN 55795**

JOB DESCRIPTION

Position Title:	Kitchen Aide
Immediate Supervisor:	Food Service Supervisor
FLSA Status:	Non-exempt
Board Approved:	October 17, 2023

Overview: Under direction of the Food Service Supervisor, maintain food service facilities and equipment in a neat, clean, safe, and sanitary condition; assist in the preparation of food; set up, and serve food.

Required Qualifications:

- High school diploma or equivalent.

Preferred Qualifications:

- Prior experience in food preparation and serving is desirable; preferably involving a commercial, institutional or school food service facility.
- Experience working with children.

Knowledge: Methods and procedures for serving food in large quantities; standard food service terminology, appliances and equipment; sanitation and safety practices and procedures; basic mathematical calculations and measurement processes.

Abilities: Operate and maintain food service-related equipment; maintain records; work efficiently and effectively within time constraints; understand and carry out oral and written directions; establish and maintain cooperative and effective working relationships with those contacted in the course of the workday; provide positive customer service.

Performance Responsibilities:

- Clean serving counters, tables, chairs, food containers and other appliances and/or equipment used in the kitchen, including all service equipment and appliances after use.
- Replace dishes, trays, silverware, etc. and ensure that items are in proper places, cleaned and sanitized for use.
- Keep the dishwasher and area clean and in good working order, maintain records daily.
- Dispose of trash and take out recyclables daily;
- Sweep and mop floors, especially in the event items are broken or spilled;
- Set up and tear down of food serving lines, breakfast/lunch, and assist in serving hot

- and/or cold food to students and faculty;
- Assist in receiving and storing of food items, supplies, and materials and arrangement of supply rooms, coolers, freezers and a la carte area;
- Maintain accurate records; and
- Perform other related duties as assigned by Supervisor.

Physical Demands: Requirements include the ability to communicate effectively, listen, sit, stand for extended periods, bend, reach, lift up to 40 pounds, push, pull, reach overhead, kneel, squat, climb stairs, and occasionally climb ladders.

Terms of Employment: Salary and work year to be established by the School Board.

Evaluation: Performance of this job will be evaluated annually by the Food Service Supervisor.