

**PUEBLO CITY SCHOOLS D60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Kitchen Assistant II  
**Prepared Date:** 11/08/2017  
**Revised Date:**  
**Work Year:** Varies due to school schedule  
**Department:** Nutrition Services  
**Reports To:** Kitchen Manager/ Area Coordinator  
**Salary Range:** Per AFSCME Negotiated Agreement  
**Benefits:** Fringe benefits based on AFSCME Negotiated Agreement  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the Kitchen Assistant II is to perform various functions related to the preparation and serving of food in a school environment, and to maintain clean and sanitary equipment and facilities in accordance with local, state, and federal program guidelines.

**QUALIFICATIONS:**

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. The physical demands, work environment factors, and mental functions 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 the essential functions.

**REQUIRED:**

- High School Diploma or equivalent
- Completed District Kitchen Assistant II training course with specific training as cook helper and cashier
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
- Employee must obtain ServSafe Certification or Serve It Safe Certification within 12 months of employment

**PREFERRED:**

- Previous experience in institutional food service field

**SKILLS AND KNOWLEDGE:**

- Ability to identify a federally eligible meal in the National School Lunch and Breakfast programs
- Ability to work under high pressure with a multitude of on-going tasks and last-minute deadlines and changes with minimal errors
- Knowledge of basic math skills
- Ability to make independent decisions in accordance with established policies and procedures

- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students,
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances
- Ability to work with frequent interruptions

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Prepare meals following instructions on standardized recipes.
- Adjust quantities of ingredients to accurately provide proper amounts of food.
- Portion food correctly to meet Federal, State, and Departmental guidelines.
- Serve customers, maintains orderly food service line, deals with or reports discipline issues.
- Operate various types of equipment used in food preparation or cleaning.
- Wash serving trays, utensils, dishes pans, etc., used in food preparation or service.
- Mop and clean kitchen work area, and clean other equipment and facilities as required.
- Assist in stocking storage areas with food and non-food supplies following the First In First Out (FIFO) procedure.
- Assist in taking inventory of food and non-food supplies.
- Assist in training new employees
- Mentor and assist Kitchen Assistant I employees
- Accurately record food quantities on the production worksheets.
- Ensure all safety and sanitation guidelines and standard processes are followed by self and staff
- Attend training programs and workshops
- Serve as primary cook for items produced onsite.

### **NON-ESSENTIAL DUTIES:**

- Adapt to specific or new work situations as needed
- Seek appropriate additional tasks when assigned work is completed
- Perform any and all other duties as assigned by the Kitchen Managers, Area Coordinators, and Nutrition Services Administration

The physical demands, work environment factors, and mental functions 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 the essential functions.

### PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Sitting			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)				X	
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control		X			
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.				X	
Carrying Maximum weight: 50 lbs.				X	

### WORKING CONDITIONS:

Working conditions are considered normal for a commercial food preparation kitchen. Employees are regularly exposed to equipment that could cause harm to self or others. Regularly exposed to chemicals, fumes, and vapors from industrial chemicals that could cause injury. Risk of exposure to disease through regular contact with raw or undercooked food. Regularly work in hot and wet environment.