

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Kitchen Aide	
<i>Supervisor:</i> Nutrition Services Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 2

Job Summary

The duties performed by a kitchen aide are broad and flexible. Assists the kitchen manager to ensure that a quality, nutritious, cost effective meal program is available daily to students and staff.

Essential Job Functions

Prepares food according to planned menus, using approved school recipes and safe food handling procedures.

Serves food to students, teachers, staff and the community.

Labels and prepares food for storage.

Daily use of PC computer and software programs to maintain operational accountability and compliance with the National School Lunch Program (NSLP) regulations.

Oversees student workers during food preparation, serving, cleaning, sanitizing, stock rotation and other assigned tasks in an efficient and safe manner.

Responsible for cleaning, sanitizing, stock rotation and other assigned tasks in an efficient and safe manner.

Maintains and cares for office equipment and ensure kitchen is in compliance with state and federal regulations.

Operates Point of Sale (POS) software, receives and records account deposits, and reconciles daily sales.

Loads and unloads food items, supplies and/or equipment for the purpose of providing requested items at designated sites.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions and to meet NSLP professional standards requirements.

Communicates and interacts with students, staff, parents and the community.

Contributes to a team environment by assisting coworkers with scheduled work demands.

Performs secondary kitchen manager duties during his/her absence. Must be available to work kitchen manager hours in his/her absence.

Non-Essential Job Functions

May order food and supplies from a variety of sources.

Performs other job-related duties as assigned.

Equipment Used

Standard commercial kitchen equipment and typical office equipment.

Independent Decisions

Makes routine job related decisions.

Primary Working Contacts

Works cooperatively with school principal and staff, kitchen aide, students, parents/guardians, nutrition services central office staff, central kitchen staff, warehouse staff and vendors.

Responsibility for Cash, Equipment, Safety

May be responsible for handling cash and processing daily deposits. Ensures the safe operation of kitchen equipment and maintenance of computer and all peripherals

Supervision Received and Exercised

The kitchen aide may, in the absence of the kitchen manager, give oral and/or written direction to student workers to ensure the operations of the kitchen; receives oral and/or written direction from the kitchen manager or department director, assistant director or supervisor.

Unusual Working Conditions

Work is performed in a fast-paced and congested work environment. There are periods of above normal noise levels and temperature. Duties require daily lifting of food service product and equipment.

Evaluation

Annual written evaluation by the nutrition services director.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Proficient oral and written communication skills in English.

3. Organization skills sufficient to develop efficient work methods and meet deadlines.
4. Mathematical skills including basic calculations.
5. Good personal computer and keyboarding skills.
6. Exceptional customer service and public relation skills and professionalism.
7. Strong critical thinking and problem solving skills.
8. Ability to communicate with diverse groups and positively represent the department.
9. Ability to work within a team, and follow standardized practices and/or methods.
10. Ability to work with detailed information/data and maintain strict confidentiality of written and oral information and records.
11. Ability to interact with co-workers in a courteous, tactful and pleasant manner, sometimes in stressful and busy situations.
12. Ability to meet deadlines and schedules, set priorities, and organize one's own workload effectively, efficiently and independently, have flexibility to reprioritize work as needed and seek assistance when necessary.
13. Requires occasional lifting, including objects weighing as much as 50 lbs.
14. Per DEC regulations, must have or be able to pass Food Handlers course 30 days after hire and maintain the card.

The following are preferred:

1. One (1) year experience in a position with the use of commercial kitchen equipment (steamtables, convection ovens, coolers, freezers, etc.), customer service, and food preparation.
2. Knowledge and experience in cash handling including deposits, quantity food production, and current sanitation procedures and regulations.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.