

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **Central Kitchen Assistant**  
Department: Central Kitchen  
Reports To: Director, Food Services

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#### **SUMMARY:**

Assists in the preparation of food items; performs cooking and baking tasks; assists in the more technical or responsible areas of food service operations and preparations; maintains food service equipment and facilities in a safe, clean, and sanitary condition; and to do related work as required. Employees in this classification function with a reasonable degree of independence.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following information is descriptive and is not restrictive as to duties required.)**

- \* Assists with the cooking of a variety of cafeteria menu items as assigned including main dishes, sauces, soups, meats, vegetables, and breakfast items.
- \* Assists with the baking of bread and pastry items as assigned.
- \* Maintains work areas and serving counters in a clean, neat, orderly, and sanitary condition.
- \* Operates and cleans a variety of food service equipment and machines including warmers, ovens, stoves, boilers, slicers, steamers, hot tables, and mixers.
- \* Assists in the preparation of food for in-services and special functions.
- \* Assists other food service employees and/or works with student helpers to ensure that food is prepared and served on time and in a safe and sanitary manner.
- \* Assists with the inventory of stored, refrigerated, and frozen food.
- \* Packages and stores leftovers.
- \* Acts for the Central Kitchen Lead in his/her absence.

#### **QUALIFICATION REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED). Previous experience in food service or institutional food management with large-scale cooking and food preparation/serving is highly desirable.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and/or small group settings to customers, clients, and other employees of the organization.

#### **MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

#### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Valid California Driver's License.

**OTHER SKILLS and ABILITIES:**

Knowledge of basic procedures, methods, and equipment used in the storing, preparation, and cooking of large quantities of food for institutional food service operations. Ability to assist with the cooking and baking of a variety of foods in large quantities, within established time constraints. Knowledge of standard operation principles and equipment, machines, and utensils used in large quantity food preparation operations. Ability to understand and follow oral and written instructions. Knowledge of safe and sanitary work practices associated with food preparation and serving. Ability to safely use and operate food service appliances and equipment. Ability to accurately perform mathematical calculations and to maintain accurate records. Ability to prepare, serve, and package food items as assigned. Ability to maintain cooperative working relationships. Ability to perform duties with awareness of all district requirements and Board of Trustee policies

**PHYSICAL DEMANDS:**

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand/arm/finger motion many times as in operating a cash register. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100 and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***