

Kitchen Helper-Walker Creek Ranch

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Kitchen Helper-Walker Creek Ranch is done for the purpose/s of assisting the Cook in the preparation, display, serving, and storage of food and beverage items; cleaning the kitchen, its equipment, utensils and dishes; setting up and breaking down of the dining hall; arranging food and beverage items; assisting dining room guests and students; cleaning and performing routine maintenance of dining room and other Walker Creek Ranch facilities; maintaining equipment, storage, food preparation and serving areas

Essential Functions

- Arranges food and beverage items for the purpose of preparing dining room meal service in an efficient and appealing manner.
- Assists guests and students in the dining hall for the purpose of responding to requests, providing direction, and contributing to a positive, professional environment.
- Assists the Cook in the preparation, display, serving, and storage of food and beverage items for the purpose of ensuring smooth functioning of the dining hall, creating a positive guest experience, and meeting mandated nutritional and food handling guidelines.
- Assists with inventorying food, condiments, supplies, and/or deliveries for the purpose of ensuring quantities and availability of items required for meeting menu requirements.
- Cleans and maintains a variety of flooring, as directed, for the purpose of maintaining facilities in an attractive, safe, and usable condition.
- Cleans and performs routine maintenance of dining room and other Walker Creek Ranch facilities, as directed, (e.g. deep cleaning, disinfecting, repairing, etc.) for the purpose of maintaining a safe and professional environment and complying with best sanitation practices and meeting Ranch standards.
- Cleans preparation stations, kitchen equipment, cool boxes, refrigerators, tables, utensils, and washes dishes for the purpose of maintaining a safe and professional environment and complying with best sanitation practices and meeting Ranch standards.
- Inspects food items and/or supplies, as requested, for the purpose of verifying quantity and quality and complying with mandated health standards.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains simple records and timesheets for the purpose of ensuring the efficient and effective functioning of Walker Creek Ranch programs and activities.
- Participates in department meetings, in-service training, etc. for the purpose of gathering information required to perform job functions.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, emergency custodial calls, etc.) for the purpose of taking appropriate action to resolve immediate safety issues; ensuring the safety of occupants; and minimizing disruptions to daily operations.
- Sets-up and breaks down dining hall, based on program needs (e.g. buffet lines, cleaning, mopping, moving tables, etc.) for the purpose of providing support for campus activities and special events.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek

Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic principles of food handling procedures, safety, and preparation; basic commercial kitchen tools and equipment; handling of hazardous materials/cleaning supplies; required sanitation practices; pertinent codes, laws, rules, regulations, and policies; and, methods of quantity cooking.

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to food related safety practices and procedures; following menus; and, operating equipment found in a commercial kitchen including commercial dish washers.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; working with interruptions; communicating with persons of diverse backgrounds; adapting to changing work priorities; meeting deadlines and schedules; and lifting up to 60 pounds.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, 70% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience is desired.
- Education (Preferred):** High school diploma or equivalent
- Education:** Less than high school.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Certificates and Licenses

None Specified

Clearances

CPR/First Aid Certificate
Food Handlers/ServSafe Certificate
Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Pre-Employment Fingerprinting
Measles Vaccination
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date