

# Job Description

San Ramon Valley Unified School District

## Kitchen Assistant – On-site Kitchen

### Purpose Statement

The job of Kitchen Assistant – On-site Kitchen is done for the purpose of providing support to the food service activities at assigned location with specific responsibilities for preparing, cooking, and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to Assigned Supervisor

### Essential Functions

- Acts as cashier for the purpose of ensuring accurate completion of all cashier processes.
- Sets up, prepares, and breaks down serving areas in cafeterias, grab n go lines or mobile carts, or other satellite locations on campus for the purpose of serving meals to students and staff.
- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Assists in the cooking and preparation of food for the purpose of ensuring effective menu implementation.
- Assembles main entrees, vegetables, salads, dressings, breads, etc, utilizing menus and recipes prepared by staff for the purpose of producing meals according to a menu plan.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Load and unload meals and a la carte items for vending machines for the purpose of serving meals and snacks to students and staff.
- Implements school site food service processes (e.g. operating a variety of standard kitchen equipment and reporting equipment operating problems, maintaining food storage, etc.) for the purpose of providing necessary support for optimal kitchen operation.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Performs functions of other nutritional services positions, as requested by supervisor, for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Provides assistance with nutrition processes (e.g. daily record keeping, meal counts, production records, food and refrigerator/freezer temperature monitoring, quantity and quality of food inventory, cleanliness of equipment, cleanliness of preparation and serving areas, food preparation and serving, etc.) for the purpose of ensuring implementation of daily processes and all nutrition service requirements.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally 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 safety practices; and operating equipment found in a commercial kitchen; operating job related equipment; implementing basic computer processes; working collaboratively with others; providing efficient completion of tasks; and taking direction.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices; codes/laws/rules/regulations/policies; health standards and hazards; and methods of quantity cooking.

ABILITY is required to schedule activities and/or meetings; 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 a variety of data; and utilize a variety 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; adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; setting priorities; working with detailed information/data; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often 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 climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

None Required

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Certificates and Licenses**

CA ServSafe Food Handling Certificate

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

May 17, 2022

**Revised Date**

**Salary Grade**

Range 4