

KITCHEN ASSISTANT

DEFINITION

To assist in the daily preparation of congregate and home-delivered meals, in the packaging of home-delivered meals, and in the general cleaning of the kitchen, kitchen utensils and dining area; to perform duties of the Senior Nutrition Cook / Site Supervisor as required in his/her absence; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Nutrition Cook / Site Supervisor.

Exercises lead direction over volunteers as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists the Senior Nutrition Cook / Site Supervisor in the preparation of nutritious meals for service on-site and for home delivery.

Serves meals to senior citizens and others.

Assists in the packaging of meals for home delivery.

Ensures the cleanliness of the kitchen and dining area throughout the day and at each day's end; washes utensils.

Provides training and leadership of volunteers; ensures volunteers follow policies, procedures and safety standards.

Assists Site Supervisor in ordering necessary foods and supplies, stocking foods and supplies, and maintaining accurate inventory records.

May perform the duties of the Site Supervisor in his/her absence.

Maintains accurate logs and records as required; answers the telephone.

EMPLOYMENT STANDARDS

Knowledge of:

Procedures, methods, techniques and equipment used in large-quantity food preparation and service.

Principles of food service sanitation, health and safety practices.

Record keeping methods.

Basic principles of training and leadership.

Basic arithmetic.

Ability to:

Assist in the preparation of food for a large number of people.

Efficiently and thoroughly clean kitchen, dining area and utensils.

Learn the basic functions and responsibilities of the Senior Nutrition Cook / Site Supervisor.

Train and provide leadership of kitchen volunteers as assigned; establish and maintain cooperative working relationships with those contacted in the course of work.

Safely operate kitchen equipment.

Maintain accurate and complete records.

TYPICAL WORKING CONDITIONS

Work is performed in a food service environment. Incumbent may be exposed to fire hazards, electrical currents, temperature and noise extremes, fumes, microwaves, chemicals, skin irritants, hands in water, sharp kitchen tools and utensils, bacteria.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in a food service environment. Requires the ability to sit at desk for short periods of time and almost constantly walk, stand, stoop, kneel, crouch, and reach while performing kitchen work; lift and/or move objects and materials of up to 40 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and kitchen equipment. Must be able to use a telephone to communicate verbally.

MINIMUM QUALIFICATIONS

Experience:

Some experience cooking and/or working in commercial restaurants / kitchens is desirable.

Education:

High school diploma or GED equivalent.

Additional Requirements:

Possession of a valid California driver's license or reliable transportation to and from assigned work areas. Under certain circumstances, Human Resources may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of, or the ability to obtain within three months of employment, a valid CPR / First Aid certificate.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.