



Position Title: Part-Time Pre-School Kitchen Staff
Reports To: Director, Pre-School Lab
Department: North Campus Pre-School Lab
Prepared By/Date: Michelle Manjarrez De Riba/06-16-2011
Approved By/Date: Michelle Manjarrez De Riba/06-16-2011
Revised:

Job Code: 8222
Job Group: Class-R
Salary Grade: A7
FLSA Status: Non-Exempt

Summary:

This position is responsible for all daily food preparation, food distribution, waste management, and cleanliness of kitchen facilities, pots, pans and dishes for the Pre-School Lab kitchen.

Essential Duties and Responsibilities:

- Set up all food items and prepares the food to be warmed and divided per classroom
- Deliver meals from kitchen to classrooms on a daily basis
- Ensures that all work and kitchen areas are maintained in a clean fashion at all times
- Ensures that all plate ware is cleaned properly and stored
- Monitors food waste and maintains an accurate inventory of food items
- Adheres to all safety and sanitation regulations
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of proper and safe food handling, sanitation and safety procedures, i.e. proper food temperatures, and preparation guidelines
- Strong organizational skills
- Ability to work in a demanding and fast paced environment
- Ability to work in a multi-cultural/multi ethnic environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties in this job, the noise level in the work environment is usually moderate to loud.

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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to lift/carry, push/pull up to 60 lbs. Must be able to work a flexible schedule

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Minimum of three (3) years of experience in a kitchen role

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name