

# Vail School District

## Job Description

**Job Title: KITCHEN WORKER****Department:** Civano Community & Middle School**Reports To:** Principal**FLSA Status:** Non-exempt**Level:** 6**Approved:** 08/09/2011

**SUMMARY:** The kitchen worker oversees operations of the food program, including hygiene, meal planning and preparation, food distribution to rooms, supervision of food servers, record keeping and all kitchen operations; ensures adherence to Arizona Department of Health guidelines and all public health regulations regarding food storage and preparation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prepares nutritious meals and snacks for enrolled children; prepares substitute items for children on restricted diets.
- Demonstrates to any regulatory agency their knowledge of foodborne disease prevention, application of the hazard analysis critical control point principles, and the requirements of the Arizona Department of Health Services Arizona Food Code.
- Demonstrates knowledge by compliance with this the Arizona Food Code, by being a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program, or by responding correctly to an inspector's questions as they relate to the specific food operation.
- Distributes food to the classrooms.
- Practices safe food handling techniques in food preparation, serving, cleaning, and storage.
- Plans for and purchases all food and necessary supplies needed to provide food service.
- Keeps a daily record of menus.
- In collaboration with the Site Supervisor, develops weekly menus consisting of snacks, meals, and beverages that are consistent with District Student Wellness Policy and the Arizona Nutrition Standards.
- Maintains a safe and sanitary kitchen, pantry and storage areas; washes and sanitizes items used for food preparation.
- Works cooperatively with staff, students, vendors and regulatory agencies.
- Maintains accurate written records and submits reports on time.
- Attends conferences and other workshops as assigned.

**SUPERVISORY RESPONSIBILITIES**

This position does not have direct supervisory responsibilities. May occasionally oversee and/or direct the work of other employees assigned to assist with food preparation, serving, and clean up.

**QUALIFICATIONS** 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**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from high school, or equivalent.
- Experience in production or commercial cooking. Experience with the Arizona Nutrition Standards and Arizona Department of Health food service requirements preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must maintain a valid Arizona IVP Fingerprint Clearance Card. Must hold a valid Arizona driver's license and minimum auto insurance.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret nutrition labels, reports, documents, correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to other employees, students, parents, and community members.

**MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

This job requires frequent travel. Most travel is by car in the local work region.

**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.

Moderate noise levels.