



JOB OPPORTUNITY

Job Title:	Kitchen Helper	Job Category:	Classified
Department/Group:	Food Service	Position Status:	Part-time
Location:	Various Locations	Salary Schedule:	Food Service Salary Schedule
Reports to:	Café Manager	Contracted days:	N/A
Additional Training Required:	Yes	Travel required:	No
Effective:	Upon Board Approval		
Application Deadline:	Until Filled		

Applications Accepted By:

Applications must be completed online:

Go to web address: www.hammond.k12.in.us
 Click on "Employment Opportunities"
 Click on the Application link to complete an application

Job Description

Assists in preparation and service of food to students and staff. Washes, rinses, and sanitizes foodservice equipment and utensils, and assists with other related foodservice activities required for the operation of the program.

Essential Job Functions:

- Uses standard foodservice tools and equipment with reasonable speed and accuracy
- Maintains food, supplies, and equipment throughout service
- Ensures quality appearance of foods on service line
- Serves food with reasonable speed and accuracy
- Knows portion sizes
- Familiarity with proper taste, temperature, composition, and appearance of menu items
- Plans and organizes work day for maximum efficiency and productivity
- Works as a member of the school and school foodservice team
- Keeps food production, storage, and service areas clean and sanitary
- Assists in the preparation of food products in all food production departments
- Serves food to students and staff with reasonable speed and accuracy
- Maintains high quality standards and informs foodservice manager of deficiencies
- Able to understand and follow written and verbal instructions



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- Able to follow portion sizes from production sheet
- Maintains cheerful disposition while preparing and serving food to customers
- Demonstrates a willingness to improve skills through specialized training in foodservice preparation and service
- Effectively uses equipment necessary to accomplish these tasks

Note: This list is not inclusive. The employee will be expected to perform any other duties requested by the manager. Must take foodservice sanitation course when offered.

Requirements:

- High School Diploma or GED
- Experience in foodservice helpful, but not necessary

Nature of the Job/Physical Requirements:

- The employee must be able to meet deadlines with imperative time restraints and interact with public and other workers. The employee has a greater than average risk of sustaining injuries such as cuts or burns, slips or falls while performing the duties of the job.
- While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below zero degrees, and will occasionally walk on wet or slippery surfaces. During the course of cleaning and sanitizing tools, trays, and equipment, cleaning chemicals are used which may emit fumes. The noise level in the work environment is frequently loud to where you must raise your voice to be heard. Work includes scooping, spooning, and stirring, with continuous use of both hands.
- While performing the duties of this job, the employee is required to walk and stand continuously; will frequently bend, twist and turn, squat, stoop, crouch, kneel, climb, reach and stretch, to continuously use hands and arms, and to grasp utensils and tools.
- The employee must have a full range of motion in extremities with no restrictions; squat to lift boxes and materials from the floor; push (15 pounds of force) carts filled with dishes, trays, or boxes; lift trays of food weighing 20 pounds and turn to place them into ovens and warmers; lift boxes up to 40 pounds from shelf or floor and carry 25 feet; frequently lift and move, lift and carry, and lift and place on shelves cases of food product weighing up to 40 pounds, push/pull/roll shelves loaded with food in storage areas (25 pounds of force); push (32 pounds of force) carts filled with food up small ramp in walk-ins; lift 40 pound cases of food from floor to waist, floor to shoulder, and waist to shoulder to put away stock; and manipulate food products using constant finger motion (e.g., peel cookies from paper or pluck grapes off of stems).
- Employee must have good vision for this job. Visual abilities include close vision, color vision, depth, and peripheral vision.

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Last Updated By:	HR	Date/Time:	2/11/16
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