

Job Description

Title: Elementary School Helper, Middle School Helper, High School Helper

Reports to: Elementary Kitchen Manager

General Summary: Assists with the preparation, serving, and cleanup of food for students.

Essential Functions:

1. Performs assigned duties associated with the preparation of meals. Cooks food, prepares individual portions, and performs other food preparation duties as assigned.
2. Cleans equipment used, including utensils, dishes, mixers, and machines. Performs general cleaning duties in kitchen.
3. Performs miscellaneous food service duties as assigned, including acting as a cashier for lunch putting machines together, counting money, and putting away supplies, and securing food in containers for shipment to other school kitchens.
4. Serves prepared food to students.
5. Able to react to change productively and handle other essential tasks as assigned.

Qualifications:

1. Education Level: High School Diploma or equivalent.
2. Certification or Licensure: Douglas County Food Handler's Certification
3. Experience desired: Previous food service experience preferred
4. Other requirements:
 - * Ability to establish and maintain cooperative working relationships with staff, students, and others.
 - * Ability and willingness to follow instructions, work in all areas of food service and maintain a positive attitude toward the food service program.
 - * Ability to report to work on time and notify manager at the earliest possible time when unable to work.

Special Requirements:

	Occasional 0 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing			x
2. Walking		x	
3. Sitting	x		
4. Lifting ___40_ lb max.	x		
5. Carrying ___100___ feet.....		x	
6. Pushing / Pulling		x	
7. Climbing / Balancing	x		
8. Stooping / Kneeling / Crouching / Crawling.....		x	
9. Reaching / Handling.....			x
10. Speaking / Hearing			x
11. Seeing / depth perception / color.....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Millard Public Schools Revised: August 1994
April 2014