

COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave.
College Place, WA 99324
(509) 525-4827

Position: Food Services Kitchen Assistant

Responsible to: Superintendent

Terms: The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as regular part-time.

Required knowledge and skills:

- High school diploma or its equivalent (GED);
- Maintain a current food and beverage service worker permit;
- Knowledge of food preparation procedures,
- Knowledge of technology to track student meal information and communication;
- Knowledge of school procedures;

Demonstration of required abilities:

- Capable of lifting ~ 40lbs ~ 10% of the time, ~ 80% of the work day standing, reaching, bending, stooping, walking and ~ 10% of the time working from a sitting position;
- Work efficiently, effectively and timely;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by assisting the Food Service Manager.

Essential Job Results:

1. Facilitates meal services by assisting in preparation, serving, and cleanup.
2. Assist the Food Service Manager by processing goods as received to the appropriate storeroom. Use products in a first in, first out basis. Storerooms should be clean and organized to support safe movement and accessibility within.
3. Keeps equipment operational by following manufacturer's instruction and established procedures.
4. Maintains financial security and USDA Program requirements by following internal accounting controls; understanding and operating the current meal tracking system; completing meal planning and preparation reports as needed.

Vision: Focus on kids and their learning
Mission: Prepare kids for their future beyond College Place Public Schools

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5. Protects all people by adhering to current sanitation policies and procedures and maintaining a safe clean working environment.
6. Acknowledges the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
7. Protect the District by keeping information confidential.
8. Maintain technical knowledge by attending educational trainings.
9. Contribute to team efforts by accomplishing related results as needed or requested.

*** ~ denotes approximation

Employee's Signature

Date Received

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