

Job Description: Part-Time Kitchen Assistant

Class No.

EEOC Category:

Pay Group:

FLSA Status: Non-exempt

SUMMARY OF POSITION

Under the direction of the Operations Manager, the Kitchen Assistant will focus on the daily preparation of hot breakfast service, healthy snacks, provision planning and detail cleaning within the kitchen.

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the Operations Manager.

EXAMPLES OF WORK

- Provide food service preparation to meet all local, state and federal nutritional requirements.
- Receive food orders and maintain inventory of food and supplies;
- Preparation of daily food services within the Detention Center kitchen;
- Properly prepare, cook, and serve meals with ability to follow or adjust recipes, understanding units of measures and correct portions;
- Properly maintain and clean all kitchen equipment, utensils, serving trays, floors, etc., each workday;
- Attend relevant training as related to food service handling;
- Follow all health code policies and procedures set forth by this County and the state;
- Will participate in passing all health inspections and audits that are conducted at this facility;
- Follow established policies, procedures, and practices of the department;
- All other duties as assigned;

This job description is subject to change by the employer as the needs of the employer and requirements of the job change.

OTHER REQUIREMENTS

Graduation from High School or a General Education Development (GED) certificate is required. Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Previous food service experience is preferred. Must be 21 years of age or older.

***for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.**

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Duties require daily standing, walking, sitting, talking, and listening; frequent and/or repetitive use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel; frequent reaching with hands or arms and lifting of objects over 50 pounds; close vision, distant vision, ability to distinguish color, peripheral vision, depth perception and ability to adjust focus. Ability to safely operate kitchen equipment. Physical demands described here are representative of those that must be met or are encountered 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.

CERTIFICATES AND LICENSES REQUIRED

- Food Service Managers Certification preferred, or ability to obtain within three months of employment.
- Valid Texas driver’s license with appropriate liability auto insurance coverage (Driver’s license requirements must be met within 30 days if employee recently moved from another state).

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

_____ Signature of Employee	_____ Date
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This signed original will be placed in employee’s Personnel File.

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