



**Job Title:** Kitchen Assistant  
**Exemption Status:** Nonexempt  
**Reports to:** Kitchen Manager  
**Date Revised:** October 2024  
**Dept./School:** Alpha Omega Academy

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**Primary Purpose:**

Responsible for school nutrition operations under the direction of Kitchen Manager  
Ensure that appropriate quantities of food are prepared and served  
Meet time constraints set by menu requirements established by Kitchen Manager  
Ensure all operations follow safe food handling standards

**Qualifications:**

**Education/Certification:**

Education: High school diploma or GED  
Certification: Ability to gain a Certified Food Manager (CFM) certification

**Special Knowledge/Skills:**

A personal faith in Jesus Christ  
Exhibits Christian character and a commitment to excellence  
Intentional about protecting the confidentiality of the school's students, families, faculty and staff  
Understands and supports the mission of the school  
Personal and professional flexibility, teachability and loyalty to our school  
Ability to establish and maintain effective working relationships with individuals at all levels of the organization  
Customer service mentality, creating a welcoming environment for our employees, students and guests  
Peacemaker of complaints or issues and passes them on to the appropriate administrator  
Time management skills to be able to prioritize activities, especially when there is a high volume of tasks  
Strong communication and interpersonal skills with the ability to follow verbal and written instructions  
Seeks to understand in lieu of seeking to be understood  
Knowledge of methods, materials, equipment, and appliances used in food preparation  
Willing to attain a Food Handler Certificate  
Willing to gain experience in institutional food service operations



## **Major Responsibilities and Duties:**

### **Cafeteria Management and Food Preparation**

- Follow all work schedules assigned and completion of duties.
- Follow all serving schedules and serve all food items according to menu specifications defined by departmental policies and procedures
- Work cooperatively with the Kitchen Manager to accommodate temporary schedule changes, special serving requirements, and to resolve problems
- Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements under the supervision of the Kitchen Manager
- Store and handle food items and supplies safely following health and safety codes and regulations
- Complete the food handler safety training at the campus level and enforce standards of cleanliness, health, and safety
- Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety
- Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor
- Maintain a clean and organized storage area
- Keep food preparation areas neat and sanitary
- Recommend replacement of existing equipment to meet department needs
- Submit accurate time and attendance records for payroll reporting purposes
- Responsible for vending machines to include purchasing, inventory, stocking etc.
- Operate standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

## **Mental Demands/Physical Demands/Environmental Factors:**

**Posture:** Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

**Lifting:** Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Mental Demands:** Work with frequent interruption; maintain emotional control under stress

**Environment:** Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gasses), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces



This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_