

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
Job Description

Kitchen Worker

CLASSIFICATION: CLASSIFIED
LOCATION: SCHOOL SITE; or as assigned
HOURS: 182 days / 3.5 or 6 hours per day

GROUP: 3000
SERIES: 3300
CLASS: 3302
STEP: 25

SUPERVISION RECEIVED: Site Supervision

SUPERVISION EXERCISED: As Assigned

A. General Description of Position Goals:

Under direction, performs food preparation to include baking, frying, cooking, heating and serving duties to students and staff; maintains and cleans equipment and work areas according to established sanitation standards and regulations; and, inspects food items to monitor quality and quantity.

B. Examples of Duties:

1. **Prepares** and packages food items for the purpose of providing general consumption by students and staff.
2. **Serves** food and beverage items for the purpose of meeting mandated nutritional requirements and requests of students and staff.
3. **Stocks** food items and supplies for the purpose of maintaining adequate quantities for food and supplies.
4. **Inspects** food items and supplies for the purpose of verifying accurate quantities of deliveries and orders.
5. **Cleans** equipment and work area for the purpose of maintaining facilities in a sanitary condition.
6. **Collects** money for the purpose of completing meal transactions.
7. **Prepares** documentation for the purpose of providing written support and/or conveying information.
8. **Serve** as a Cashier, collect monies and be able to give correct change back.
9. **Follow** CURFL (California Uniform Retail Food Laws) and HACCP (Hazard Analysis Critical Control point) procedures as directed.
10. **Maintain** the kitchen, storeroom, and freezers in a neat and organized manner.
11. Assists other staff, and co-workers for the purpose of providing support and back-up for their work assignments.

C. Job Requirements/Qualifications

1. Education: High School Diploma or the equivalent
2. Experience: One (1) year experience in food preparation, serving and basic kitchen activities.
3. Licenses, Certifications, Bonding, and/or Testing:
 - Valid California Driver's License
 - ~~Valid Minimum Liability Car Insurance~~
 - TB Test Clearance
 - Criminal Justice Fingerprint Clearance
 - Successfully Pass District Assessment
 - State-accepted Food Safety Certificate
4. Knowledge/Skills & Abilities:
 - To perform basic arithmetic calculations, operation and care of institutional kitchen equipment, and use of standard office equipment including computers.
 - Knowledge to use cleaning agents and cleaning supplies.
 - Knowledge of modern methods of food preparation, health codes and sanitation principles.
 - Understand and carry out oral and writing instruction.
 - Communicate with and direct other personnel.



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D. Working Conditions:

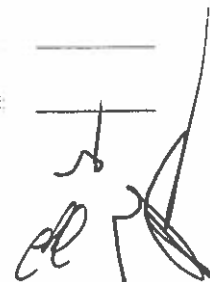
Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to: stand; walk; *sit*; use fingers repetitively; use wrists and hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time. The employee must have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 30 pounds and constantly lift a minimum of 15 pounds. Specific vision abilities required this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. Rarely exposed to risk of electrical shock. The noise level in the work environment is usually loud.

EFFECTIVE _____

CSEA Ratification date _____

BOT Approved: _____

Handwritten signatures and initials in black ink, including a large signature on the right and initials 'CB' on the left.