

WESTMINSTER COMMUNITY CHARTER SCHOOL JOB DESCRIPTION

JOB TITLE: KITCHEN PRODUCTION/SERVER

DEPARTMENT: Food Services
LOCATION: Westminster Community Charter School
REPORTS TO: Sous Chef/Production Manager
HOURS: Part-time (max 30 hours per week)
RATE OF PAY: \$15 per hour

OVERVIEW: Under supervision of the sous chef/production manager, the kitchen production/server assists in the production of foods required in the school breakfast and lunch programs and cleaning of kitchen equipment and serving areas.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Assists with sandwich preparation, using scale to control proper portion sizes
- Serves lunch meals maintaining proper portion sizes
- Monitors and maintains proper food temperatures on service line
- Follows production logs
- Communicates with sous chef and prep cooks to assist where needed
- Keeps front cooler clean and organized
- Assists in keeping the kitchen and front of the house areas clean and organized
- Washes and cleans equipment, food preparation areas, while maintaining the highest possible standards of sanitation
- Operates all food preparation equipment in a safe manner
- Aids in composting and recycling
- Cooperates and communicates with other school staff, parents, and students to promote a positive school climate
- Uses cleaning chemicals and supplies in accordance with specified safety protocols
- Performs related work, as assigned
- Fill in for salad bar prep if needed

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); or six months related experience and/or training; or equivalent combination of education and experience. Current Serve-Safe certification is required.

OTHER SKILLS AND ABILITIES:

- Ability to read English and comprehend instructions
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to interact with school staff members, students, parents, and others in an open, professional business-like manner

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. While performing the duties of this job, the employee is regularly required to stand and use hands. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.