

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Kitchen Aide

DEPARTMENT: Webb County Head Start

REVISION DATE: June 30, 2022

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

The Kitchen Aide performs food service and sanitation assignments at the center level. This position works under the direct supervision of the Center Area Service Manager.

ESSENTIAL DUTIES:

- Ensure that meals are received in accordance to required temperature and documents the temperature on the proper log.
- Take and record temperature of refrigeration equipment on a daily basis.
- Call in meal counts (regular and special diets) in a timely manner.
- Portion and distribute food based on attendance and meal schedule.
- Ensure that all special diets are received in accordance to physician's orders.
- Distribute utensils, glasses, plates, and serving scoops.
- Oversee and maintain an adequate inventory.
- Follow sanitization procedures for dishes and food service equipment.
- Sweep, mop and clean kitchen.
- Clean and sanitize classroom tables after each meal.
- Clean and sanitize bathrooms outside the classrooms.
- Ensure that kitchen, food preparation, and sanitation are in compliance with Federal, State and local regulations.
- Performs all other duties assigned by the immediate supervisor, which are not designated above but are within the abilities and training of the employee in order to meet the department needs.

PHYSICAL REQUIREMENTS:

- Should have knowledge of proper lifting techniques and the ability to lift up to 45 pounds.
- Must have the ability to be standing up to two hours and have the ability to bend, turn, push/pull and stoop.
- Should have tolerance of cold and hot temperatures.
- Should have tolerance of soaps and chemicals as used correctly by standards of Material Safety Data Sheets (MSDS).

OTHER REQUIREMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is not covered by Civil Service; However, it is subject to all other Webb County Policies.

ACKNOWLEDGEMENT:

The undersigned have read, discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE