

HAYS COUNTY JOB DESCRIPTION

Job Code: 0655
Grade: 108
FLSA: Non Exempt

Prepared by: Human Resources
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KITCHEN ASSISTANT

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under supervision of the Food Services Manager is responsible for the preparation of meals for the center.

Responsibilities

- Cooks the food with the help of staff.
- Cleans the cooking utensils and other items used in the preparation of the meals.
- Orders, inventories, and writes purchase orders on a daily basis for the foods needed for upcoming days.
- Prepares daily menus.
- Ensures meals meet dietary requirements of USDA school breakfast, lunch and dinner dietary allowances
- Assures the temperature of the refrigerator and freezer remains at the appropriate levels.
- Cleans and supervises the cleaning of the kitchen in accordance with Health Department standards.
- Checks equipment to assure cleanliness, proper operability, and whether routine maintenance is being performed.
- Other duties as assigned.

Knowledge Required

- Exceptional knowledge of recipes for institutional cooking.
- Exceptional knowledge of the principles and practices of supervision.
- Exceptional knowledge of the special precautions necessary to operate a full service kitchen.
- General knowledge of the various equipment and tools used in institutional cooking and their proper cleaning, maintenance and repair.

Required Skill

- Exceptional skill in following oral and written instructions.
- Exceptional skill in both oral and written instructions.
- General skill in measurements used in institutional cooking.

Education and/or Experience

- Requires a High School Diploma or GED.
- Requires three years of institutional food service experience OR an equivalent combination of education and experience.

Other Qualifications, Certificates, Licenses, Registrations

- Health certificates from the County Health Department.
- Ability to maintain continuing education requirements for the State of Texas.
- Must successfully complete and pass the following clearances:
 - Criminal History (TCIC/NCIC)
 - Sex Offender Registration Database Check
 - Driver's License
 - Pre-employment drug screen

Supervision

- The Kitchen Assistant is required to satisfactorily perform the above duties.
- The Kitchen Assistant follows the priority of assignments, deadlines and limitations, which the Food Service Manager has assigned. The Food Service Manager is consulted for deviations to general instructions, problems and unfamiliar situations.
- The Kitchen Assistant will be evaluated for technical soundness, appropriateness, and conformity to policy and requirements, accuracy and completeness.

Guidelines

The Kitchen Assistant works in strict adherence to instructions. The Food Service Manager must authorize deviations. Situations to which the existing guidelines cannot be applied without significant deviations are referred to the Food Service Manager. This position must have a good work ethic, meet deadlines, have good attendance, be punctual, reliable, keep promises and have a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with some emotional and possible hostile contacts within Hays County Juvenile Detention Center and the general public. The Kitchen Assistant meets with contacts in a structured setting at the Hays County Juvenile Detention Center. The contacts are generally cooperative. The employee must keep constant awareness. This position obtains, clarifies and gives facts and information as well as performs services.

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 essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel objects, tools, or controls.
- Reach with hands and arms.
- Taste.
- Smell.
- Talk.
- Hear.
- Climb or balance.
- Bending, crouching, stooping, stretching and lifting of moderately heavy equipment.
- Frequently stand, walk, sit, kneel, crawl, or stoop.
- Occasionally lift and/or move objects weighing up to 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works in an institutional kitchen supervising detainees of the institution whose behavior occasionally may be threatening. The employee performs food preparation and is often exposed to health or physical hazards, such as infectious diseases. The employee may be required to wear protective gear. The work area is adequately lighted, heated or ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is

a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this

policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

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