

City of San José
CLASS SPECIFICATION

JOB DESCRIPTION TITLE: Kitchen Aide PT

CLASS CODE: 6162		
DEPARTMENT: PRNS	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt

CLASS SUMMARY: Assists in preparing and serving meals to seniors at a given Senior Center site. Also cleans and washes dishes.

DISTINGUISHING CHARACTERISTICS: This is the entry level in a three-level series of food service jobs. This level is distinguished from the Cook who has responsibility for meal preparation and assists in menu planning.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Education and Experience:

High School Education or equivalent and six (6) months of experience in food service.

Licensing Requirements (such as driver's license, certifications, etc.): None

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

- Ability to read, write and speak English and to understand and execute written and oral directions.
- Ability to use and knowledge of how to work with commercial kitchen equipment (dishwasher, garbage disposal, slicer, mixer, etc.)

Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job):

- Ability to communicate effectively with seniors, volunteers, agency representatives and staff.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY
1.	Assists the Cook in preparing meals, including making salads, preparing beverages and desserts, and baking. Some light cooking may be required, and may occasionally fill in for the Cook in the Cook's absence.	50
2.	Cleans nutrition equipment and facilities, sweeps and mops floors.	25
3.	Operates a commercial dishwasher.	10
4.	Operates commercial kitchen equipment (including slicers, ovens, mixers, etc.)	5

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5.	Assists with serving food, including serving from steam table, and moving trays from ovens to steam tables.	5
6.	Assists in maintaining pantry, and putting stock away; may occasionally assist in purchasing and picking up food.	5
7.	Performs other duties of a similar nature or level.	As Required

PHYSICAL REQUIREMENTS (Check all that apply to performance of the essential duties of the job)

	Climbing	X	Kneeling		Crawling
X	Balancing	X	Lifting	X	Reaching
X	Stooping		Fingering	X	Standing
X	Talking	X	Grasping	X	Walking
X	Hearing		Feeling	X	Pushing
X	Crouching				

Select one of the following:

_____ *Sedentary Work:* Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

_____ *Light Work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

__X__ *Medium Work:* Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

_____ *Heavy Work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

_____ *Very Heavy Work:* Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

CLASSIFICATION HISTORY

Established 02/01
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