

 1149 W. Wood Street

 Willows, CA 95988

 530-361-6480

**Job Title:  Food Preparation Worker**

**Hours: 7:15-1:15 Monday-Friday 10 months per year**

**Description:**

Under the supervision of the Office Manager, the Food Preparation Worker is responsible for preparing breakfast and lunch each day.  No cooking is involved as lunches are bag lunches and breakfast is either a cold choice or an easily heated choice.  The Food Prep Worker will have breakfast available in the cold prep kitchen for students to eat and will bag up breakfast for younger students that eat in the classrooms.  Lunch will be bagged up for students that leave at noon and placed in bins for students that eat lunch on campus.  Meal planning and food ordering is done by the school that provides oversight.

**Essential Functions:**

Duties include but are not limited to the following:

* Preparation of food: sandwiches, mixing salads, make dressings, cutting fruit and assembling various ingredients.
* Record the number of meals served.
* Portion, wrap, bag food to serve food.
* Assist in storing unused food and supplies.  Dispose of unusable leftovers and garbage.
* Maintain food storage, preparation and serving areas in a clean, sanitary and safe condition: clean counters, tables, chairs, food containers, slicers and other equipment.
* Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of:

* Basic kitchen measurements, utensils and equipment.
* Sanitation practices related to preparation, serving and storage of food.
* Safe chemical handling as it applies to cleaning.
* Proper use and care of personal protective equipment and devices.
* Record-keeping techniques.
* Mathematical skill sufficient to perform food measurement.
* Interpersonal skills using tact, patience and courtesy.

Ability to:

* Establish and maintain effective working relationships with colleagues, staff and students.
* Safely operate, clean and maintain equipment found in a school kitchen.
* Prepare, store and serve food in accordance with health and sanitation regulations.
* Understand and follow oral and written directions.

* Communicate effectively orally and in writing.

**License/Certification Required:**

* Valid California Driver’s License.
* Certification in safe food handling (can be obtained after hiring date).

**Physical Requirements:**

* Standing and walking for extended periods of time.
* Sufficient vision and hearing to read instructions and communicate verbally.
* Lifting, carrying, pushing or pulling boxes of food.
* Dexterity of shoulders, arms, hands, and fingers to operate equipment and prepare food.
* Kneeling, squatting, bending, stooping, reaching overhead, above the shoulders and horizontally to prepare food, clean and store equipment.
* Ability to lift objects up to 40lbs.

**Education and Experience:**

* High school diploma or equivalent.
* TB Test clearance.
* Criminal Justice Fingerprint clearance (done upon acceptance of job by the school).
* Any combination of training and experience.
* Prefer experience in food preparation, but not necessary.

**Salary:**

* $16.50 to $21.00 depending on experience/qualifications

 July 2022/st