



## **HEALTHY SCHOOL FOOD PATHWAY**

*Scratch Cooking for the Future*

### **Pre-Apprentice Job Description**

#### **Job Summary**

The Food Services Pre-Apprentice works with the Director of Food Services, Food Services Administrative Team and Food Services Team preparing food, receiving supplies, working as assigned doing production food preparation, transport pack outs, dish machine and pot washing sink operations, inventory and storage organization and general kitchen cleaning as part of maintaining a safe food production and service environment in the district's kitchens. The Pre-Apprentices are also responsible for weekly learning assignments as defined by the Pre-Apprenticeship Work Process Schedule in the Registered Apprenticeship Standards.

#### **Essential Duties and Responsibilities**

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

#### **Education and Related Work Experience**

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses, such as commercial trade training, culinary training, and computer training
- Previous experience in large scale Food Services is preferred

#### **Licenses, Registrations or Certifications**

- Must obtain Servsafe Certificate or State/County Food Handler's Permit by completion of probationary period
- A criminal background check is required for hire
- If required by the district, offer is contingent upon passing a physical examination
- Must be eligible to work in the US

#### **Technical Skills, Knowledge & Abilities**

- Basic oral and written communication skills
- Basic English language skills
- Intermediate interpersonal relations skills
- Basic math and accounting skills
- Basic personal computer, keyboarding and word processing skills
- Basic customer service and public relations skills
- Intermediate critical thinking and problem solving skills
- Intermediate organizational skills

- Ability to maintain confidentiality in all aspects of job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to understand and follow all HACCP Standard Operating Procedures
- Ability to stand for extended periods of time
- Ability to lift up to 50 lbs on a frequent basis

### **Other Required Proficiencies**

- Must be able to perform tasks on computers and peripherals at time of hire
- Must have working knowledge of commercial large-scale kitchen equipment prior to hire

### **Safety to Self and Others**

- Be aware and create, to the best of ones' ability, a physically and mentally safe environment for self and others
- Report all unsafe working conditions

### **Safety Equipment**

- Sturdy shoes with oil resistant and non-slip soles required
- Food thermometer required (provided)
- Food handler's gloves required (provided)
- Protective gloves for dishwashing required (provided)

**The physical demands, work environment factors and mental functions described below 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 the essential functions.**

### **Physical Demands**

- The employee is frequently required to stand; walk; use their hands to finger, handle or feel; reach with their hands and arms; talk; hear; taste and smell
- The employee is occasionally required to sit; climb or balance; stoop; kneel; crouch or crawl
- The employee must frequently lift up to 10 pounds
- The employee is regularly required to lift and/or move up to 50 pounds and frequently move heavy loads
- The specific vision abilities required by this job include close vision (20 inches or less), distance vision (clear vision at 20 feet or more), ability to identify and distinguish colors, peripheral vision, depth perception and ability to adjust focus

### **Work Environment**

- While performing the duties of this job, the employee is regularly exposed to non-weather wet or humid conditions
- The employee must occasionally work near moving mechanical parts; work in high,

precarious places; be exposed to fumes or airborne particles; be exposed to toxic or caustic chemicals; be exposed to outdoor weather conditions; have risk of electrical shock

- The employee is occasionally exposed to non-weather related extreme cold and heat
- The employee is exposed to very loud noise levels in this position

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*