

POSITION DESCRIPTION

Kitchen Helper

I. IDENTIFYING INFORMATION

Position Number: 51372
Department: Public Safety
Division: Corrections Program Services
Branch: Food Services
Section: Hawaii Community Correctional Center
Geographic Location: Hilo, Hawaii

II. INTRODUCTION

The function of this organizational unit is to prepare meals and conduct meal service in a central or modular dining setting within a prison facility.

Under the general supervision of the Institutional Food Services Manager (IFSM), this position performs routine manual work. Typical duties include cleaning and slicing vegetables and fruits; preparing other ingredients; washing and drying dishes, pots, pans, other kitchen utensils and equipment; assembles items such as salads, desserts, sandwiches; and prepares simple meal items such as toast, rice and cereals. This position oversees inmate work-line during an assigned work shift for the preparation of three meals per day, seven days a week for inmate and staff consumption. The facility kitchen working hours are on a sixteen (16) hour schedule with shifts from 4:00 a.m. to 12:00 p.m.; 4:30 a.m. to 12:30 p.m.; 10:30 a.m. to 6:30 p.m.; 12:00 p.m. to 8:00 p.m. Evening and weekend shifts may be required.

III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Food Preparation, Serving of Meals, Food Delivery 40%
1. Assists in the preparation of raw and processed foods;
 2. Assists with assembling pantry foods, salads, special diet nourishments, desserts and sandwiches;
 3. Responsible to clean and prepare vegetables and fruits;
 4. Prepares simple food items such as toast, starches, cereals and beverages;
 5. Sets up meals trays and;
 6. Portions out individual servings into trays for meal service;
 7. Assists and/or operates delivery truck or van for meals, utensils, and other items needed for meal service to include satellite feeding areas
 8. Unloads all items during deliveries and;
 9. Pick-ups and returns empty carts and utensils to the kitchen;
 10. Escorts and directs inmate food service work line in the delivery of food and utensils to the satellite feeding areas;
 11. Cleans and maintains food carts and truck bed;
 12. Checks all delivery equipment and prepares work orders when necessary;
 13. Assists in serving meals and food items as directed by supervisor;

- B. Kitchen, Dining and Storeroom Operation/Maintenance 30%
1. Receives, checks, and stores incoming supplies as well as assist in the Operation of the storeroom;
 2. Assists in the daily issuance of supplies for the cooking and preparation of meals;
 3. Oversees all aspects and operations of the employee dining area/staff dining;
 4. Supervises inmate work-line in the delivery, preparation, serving, ticket receipt, supplies, sanitation and cleaning, etc.
 5. Assures inmate food service work-line adheres to sanitation , safety and security protocol;
 6. Directs inmate food service work line in the general clean-up of the kitchen Scullery and dishwashing areas, freezer and refrigerators;
 7. Inspects eating utensils, trays, silverware, counter top of serving area, etc., to ensure sanitation and cleanliness;
 8. Scrubs kitchen floors, walls, drains, and drain screens.

- C. Other Duties 30%
1. Assists and/or occasionally serves in the cook series as directed;
 2. Observes and reports on unusual behavior or condition of inmate food service work line
 3. Attends training, seminars and staff meetings as directed.
 4. Performs other related duties as assigned.

IV. CONTROL OVER POSITION

- A. Supervisors
Position Number 25995
Position Title: Institutional Food Service Manager II
Position Number 51377; 51378
Position Title: Cook III
Position Number 25996; 36281; 42590; 49269; 49857
Position Title: Cook II

B. Nature of Supervisory Control Exercised over the Work

1. Instructions Provided:
Specific instructions covering operational duties will be provided.
2. Assistance Provided:
Employee seeks assistance from supervisor with problems of an unusual nature.
3. Review of Work:
Work is evaluated daily for timely delivery, preparation, cooking, serving, sanitation and general kitchen operations.

C. Nature of Available Guidelines Controlling the Work

1. Policy and procedural guidelines available:
 - Correction Program Services, Food Service Manual
 - Hawaii Public Health Regulations for Food Establishment
 - Public Safety Department Memoranda
 - Public Safety Department Food Services Management Policies and Procedures
 - ACA Standards for Food Service Program
2. Use of Guidelines
 - Food Service Manual covers most anticipated situations. The employee is expected to review, learn and apply knowledge of Chapters in the manual.
 - Apply basic knowledge when covering, among other things, standard quantity cookery, food safety and sanitation procedures.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

- A. Recommended Certifications and Licenses
 - a. Hawaii State Department of Health, Food Handlers Safety Certificate.
 - b. A valid driver's license, type 3, is required to transport food during an assigned shift, to provide meals daily to satellite feeding areas physically separated from the Facility.

VI. Recommended Qualifications

- A. Knowledge:
 - Methods, materials and equipment used in cleaning of kitchen equipment, appliances, utensils, flooring;
 - Kitchen safety, sanitation requirements, methods of handling and storing food and personal hygiene;
 - Hazards and safety precautions applicable to the operation of delivery truck, van or appropriate vehicle
- B. Skills/Abilities:
Abilities:
 - Work effectively with others and maintain good working relationships;
 - Learn and properly use and clean kitchen equipment, appliances, utensils;
 - Understand, follow and/or give oral and written instructions;
 - Learn and apply safety and sanitation regulations and procedures;

Position Description

Cook II

Page 4

- Operate and maintain a food truck or van;
- Perform a variety of routine manual tasks associated with food service;
- Instruct/oversee and supervise the work of inmates, or others; and
- Perform heavy Lifting, moving and carrying typical of the class.

Skills:

- Work cooperatively with others; and
- Maintain effective working relationships with others.

C. Education and Training

High School graduate preferred

D. Experience:

Experience apprentice or helper in large quantity cookery; or an equivalent combination of experience and training.

VII. TOOLS, EQUIPMENT & MACHINES

Must be able to learn and perform essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.