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  

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  

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**

   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:**
   - 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;
• 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.