

FLSA Status:	Non-Exempt, Full-time
Prepared By:	Jessica Nolte
Job Title:	Kitchen Assistant
Reports To:	Kitchen Lead
Prepared Date:	7/14/2026

Summary:

The Kitchen Assistant supports the daily operations of the school's food service program by helping prepare, serve, and clean up meals in a safe, efficient, and sanitary environment.

Essential Duties and Responsibilities:

- Runs trays, silverware, and meal prep items through dishwasher after breakfast and lunch service.
- Assists in the preparation of weekly snack menu so food and supplies can be ordered timely by Kitchen Lead
- Assists in daily breakfast, lunch and snack preparation in accordance with Positive Tomorrows nutritional guidelines; Serves snack.
- Maintains compliance with Oklahoma State Department of Health standards for safety, sanitation, and cleanliness for the kitchen; Follows safe food-handling practices, including consistent glove use.
- Assists with inspecting, unpacking, labeling and properly storing food & supply deliveries.
- Cleans family room tables after meals, wiping down and disinfecting surfaces, as well as sweeping floors. Remove trash to dumpsters as needed.
- Assists with cleaning of kitchen including surfaces, appliances, and floor.
- Serves as back-up driver for transportation team; making sure all children are picked up and dropped off safely; manages behavior issues that arise and report as necessary, following Positive Tomorrows incident report procedures.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to assist with basic meal prep such as chopping, portioning, assembling, and following simple recipes, as well as operating kitchen equipment.
- Knowledge of proper food handling, cleaning procedures and compliance with health & safety standards.
- Collaborates well with kitchen lead, follows directions and communicates clearly.
- Ability to stand for long periods of time and perform repetitive tasks.
- Knowledge of city streets.
- Ability to keep a busload of children under control, and safe.

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Possesses good written and oral communication skills.

- Flexible, well organized and able to deal with frequent changes in daily schedules. Able to reorder priorities in response to needs or unexpected obstacles. Takes initiative.
- Collaborative, open and inclusive.
- Able to establish and maintain effective internal and external working relationships.
- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Think critically and analyze situations. Able to deal with behavior problems and safety issues effectively and appropriately.
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Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Customer Service - Meets commitments. Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Teamwork - Able to build morale and group commitments to goals and objectives.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in a timely manner.
- Safety and Security - Uses equipment and materials properly. Cares for self and others.

Qualifications:

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.

- Current CDL class A, B with passenger and school endorsements or willing to obtain CDL within 6 months of employment, while driving van
 - An individual must possess a Commercial Driver License (“CDL”) to legally drive and operate a school bus. CDL holders are regulated by state and federal law. While medical marijuana has been legalized in Oklahoma, federal law does not make an exception for possession or use of medicinal marijuana by an individual with a CDL. In fact, CDL holders are prohibited from failing a drug and alcohol test due to the fact they are in a “safety-sensitive” position. The U.S. Department of Transportation’s drug and alcohol testing regulations do not authorize medical marijuana use under a state law to be a valid medical explanation for a transportation employee’s positive drug test result.

Further, while Oklahoma employers may not make adverse hiring decisions based solely on an individual’s status as a medical marijuana license holder, an employer may make a hiring decision based on the fact that an applicant is not qualified for a certain position (i.e., school bus drivers must possess a valid CDL and provide a negative drug screening in order to be qualified). Finally, drivers who are required to have a CDL could be subject to random drug testing.

- Clean driving record
- Must possess a valid Oklahoma Driver’s license, have reliable transportation and the ability to drive.
- 25 years of age or older
- CPR/First Aid certified (certification can be obtained while employed)
- Valid ServSafe certification (certification can be obtained while employed)
- Education/Experience: High school diploma or G.E.D. and two years of work experience.
- Computer Skills: To perform this job successfully, an individual should have knowledge of Outlook and basic computer operations.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here 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.

- Must be willing to work flexible hours, including evenings and weekends on occasion.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must be able to lift and carry 40 pounds.
- Must be comfortable with prolonged standing, walking, frequent bending, kneeling, pushing/pulling, stooping.
- Must be able to get up and down off the floor.
- Must be able to reach at or below shoulder level.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____