

Purpose Point Learning Academy

Food Prep-Specialist Job Description

Purpose Point Learning Academy is looking for a Food Prep Specialist to prepare meals for students according to State Licensure and USDA Guidelines and can prepare and serve meals. Pleasant demeanor is key and the ability to maintain and keep kitchen clean and sanitary is a must.

Salary: \$10.00 - \$12.00 per hour

Benefits: Childcare assistance, paid holidays, paid sick time, paid vacation time, and tuition assistance.

Responsibilities:

Timeliness is a must as students depend on consistency in receiving meals and snacks daily. Ability to maintain cleanliness and sanitization of the kitchen area is a must.

This position:

- Meets USDA Standards and State Licensing Guidelines for meal Preparation.
- Reads, understands, and complies with State Regulations established for Food Service departments.
- Prepares food according to the menu for the day, so that residents will receive the meals they are expecting, and they will be well-balanced and healthy for the students.
- Ensures all meals are prepared following recipes and guidelines established by USDA.
- Follow food safety procedures.
- Follows all requests for special diets in order to assure good student health.
- Tastes, smells, and observes food to ensure conformance with recipes and appearance standards.
- Places food servings on plates using standard measuring ladles, scoops, spoons, etc. in order to assure residents are getting sufficient portions.
- Hot foods are at 140-160 degrees when served and cold foods at 34-40 degrees Fahrenheit when served.
- Meals are served on time according to the established and posted meal times for the students, every time.
- Provides students 'seconds' as needed to satiate their appetites.

- Is not wasteful of food during the food preparation time and properly discards all leftovers after each meal.
- Prepares snacks for students according to snack schedule and menu in order to assure residents are getting adequate nutrition and hydration.
- Properly cleans all equipment and work areas, including walls and floors, in order to provide a sanitary kitchen environment.
- Assures all open food in refrigerators and freezers are covered and dated and that outdated food is discarded promptly.
- Demonstrates responsibility for the food service operation.
- Maintains safe work practices.
- Washes and sanitizes dishes according to foodservice standards. Prepares sanitation sink according to directions and monitors and documents sanitizing solution levels. Assures dish wash water is at least 150-160 degrees before beginning to wash dishes. Assures rinse water is at least 180 degrees.
- Operates the dishwashing process in an organized fashion. Scrapes and stacks dirty dishes in preparation for cleaning. After food is served and students have finished eating the dirty dishes are washed and clean and ready for the next meal.
- Assures all freezers are maintained at 0 degrees Fahrenheit or below and refrigerators are maintained at 34-40 degrees Fahrenheit daily and the temperatures are documented.
- Presents a clean and neat appearance, wearing aprons, hair nets, and other protective clothing as necessary.
- Collects and places garbage and trash in designated containers.

Equal Opportunity Employer

Qualifications:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Must be able to lift 50 pounds and stand for long periods of time

Must have good communication skills, both verbally and written.

Must be able to read and understand standardized recipes

Must have general nutrition knowledge

Must be able to operate a variety of food service equipment

A strong work ethic

Previous dietary experience in meal preparation field is preferred.