

Class Specifications
for the Class:

KITCHEN HELPER
BC-02; BU:01

Duties Summary:

Performs routine manual work in a kitchen for the preparation and serving of meals; cleans kitchen and dining room areas; washes and cleans kitchen utensils and equipment; may oversee the work of patients or inmates; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Cook I in that the Kitchen Helper is primarily concerned with assisting in the preparation of raw and processed food for cooking and serving of meals, and may cook starches or similar simple food items; whereas the Cook I is primarily concerned with assisting others in cooking at a cooking station and cooks designated entrees and other principal meal items as a regular and continuous work assignment.

This class differs from the class Cafeteria Helper in that the Kitchen Helper performs work in an institution or hospital kitchen serving three main meals daily; whereas the class Cafeteria Helper performs work in a school cafeteria serving mainly hot lunches.

Examples of Duties:

Assembles pantry foods, cleans and slices vegetables, and sets up meal trays; assembles salads, desserts, and sandwiches; prepares toast, beverages, and other simple foods such as poi, rice, and cereals; portions out individual servings in the kitchen or cafeteria tray lines; weighs servings and assembles weighed diets; receives, checks, and stores incoming supplies; sweeps and mops kitchen and dining room areas; washes and dries pots, pans, plates, and other kitchen utensils and equipment; cleans refrigerators, stoves, and other kitchen equipment and appliances; may instruct others in washing pots and pans, cleaning refrigerators and other equipment and appliances, sweeping and mopping floors, and other kitchen tasks; may observe and report on the unusual behavior or condition of patients or inmates in the course of work activities; may occasionally serve as assistant cook.

Minimum Qualification Requirements:

Experience and Training: None required.

Knowledge of: Preparation of raw and processed food to be cooked; methods, materials, and equipment used in cleaning kitchen equipment, appliances and utensils; kitchen safety and sanitation requirements; personal hygiene.

Ability to: Learn quantity cookery; operate kitchen equipment and appliances; measure food servings and serve food; give and receive oral and written instructions; work cooperatively with others; oversee the work of patients or inmates; tolerate kitchen heat and noises; perform heavy lifting, moving and carrying typical of the class.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum specifications for the class, KITCHEN HELPER, to include the mental/emotional requirement, effective May 1, 2005.

This is an amendment of the specifications for the class Kitchen Helper, approved on March 8, 1985.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
JANICE WAKATSUKI
VP/Director of Human Resources