



Irvine Unified School District

NUTRITION SERVICE ASSISTANT II ELEMENTARY SATELLITE KITCHEN

DEFINITION

Under general supervision, fully operate an elementary satellite kitchen and perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises and/or participates in the serving of a variety of foods in quantity.
- Responsible for requisitioning, receiving and storing of foods and supplies. Estimates quantities of food and supplies required, and takes monthly inventory.
- Maintains proper care of equipment and sanitation of the kitchen.
- Keeps a variety of records including: Plate Lunch Daily Report, Site Roster Grid for Free and Reduced Meals, inventory, and time card.
- Cleans carts, pots, pans, utensils, and general work area.
- Supervises student workers
- Serves as cashier.

QUALIFICATIONS GUIDE

Knowledge of:

- Free and reduced Meal Program.
- Methods and materials used in the preparation, serving and transporting of food.
- Standard safety practices and procedures related to the preparation and serving of food.
- Standard kitchen equipment, utensils and measurements.
- Plate Lunch Program.
- Hold and maintain current ServSafe certificate or equivalent (California Retail Food Code).

Ability to:

- Estimate quantities needed and to order correct amounts for economical food service.
- Work efficiently during rush conditions.
- Understand and carry out oral and written instructions.
- count, add and subtract, and make change quickly and accurately.
- Maintain cooperative relationships with students, faculty, staff and parents.

Training and Experience:

Any combination of training or experience that could likely provide the desired knowledge and abilities. Demonstrate dependability and cleanliness.

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.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee frequently is required to walk and reach

with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 employee is frequently exposed to extreme heat.

The noise level in the work environment is usually moderate.

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This page was last modified 12/2011