



Irvine Unified School District

NUTRITION SERVICE ASSISTANT III

Central Kitchen

DEFINITION

Under general supervision, to prepare a variety of food in quantity for delivery to schools; to perform the more difficult tasks in food production; to supervise employees; and to perform related work as required.

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

- Supervises and/or participates in the more specialized preparation and/or serving of foods, including preparing main dishes and baked goods, vegetables, salads, desserts and other dishes.
- Assists in requisitioning, receiving and storing of foods and supplies; estimates quantities of food and supplies required.
- Maintains proper care, maintenance, and adjustment of specialized equipment.
- Oversees sanitation of large and small utensils, equipment, and the kitchen.
- Assists in inventory and maintaining necessary records.
- Supervises personnel.
- Serves food at a school site when needed.
- Supervises and assists with cleanup of general work area.

QUALIFICATIONS GUIDE

Certification Required:

- Hold and maintain current ServSafe certificate or equivalent (California Retail Food Code).

Knowledge of:

- Methods and materials used in the preparation of large quantities of various foods.
- Standard sanitation and safety practices and procedures related to the preparation, serving and transporting of food.
- Standard kitchen equipment, utensils and measurements.
- Plate and a la carte lunch programs.

Ability to:

- Estimate quantities needed and to order correct amounts for economical food service.
- Prepare a wide variety of food in large quantities.
- Lift moderately heavy items and stand for sustained periods of time.
- Work efficiently during rush conditions.
- Supervise the operation of kitchen during absence of Supervisor.
- Give oral and written instructions clearly.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted in the course of work.
- Work between sites.

Training and Experience

- Three years of experience in the preparation of large quantities of food or any combination of training and experience that could likely provide the desired knowledge and abilities.

QUALIFICATION REQUIREMENTS:

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.

EDUCATION and/or EXPERIENCE:

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.

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; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk. The employee is occasionally required to climb or balance.

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, distance 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 cold. The employee occasionally works in outside weather conditions and is occasionally exposed to extreme heat.

The noise level in the work environment is usually moderate.

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