



Irvine Unified School District

NUTRITION SERVICE ASSISTANT IV CENTRAL KITCHEN

DEFINITION

Under general supervision, to supervise and personally perform the preparation and/or serving of food; to perform the more specialized tasks in food production; to supervise the operation of the kitchen in the Supervisor's absence; 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.
- Assists in maintaining proper care of equipment and sanitation of the kitchen.
- Assists in inventory and maintaining necessary records.
- Operates kitchen in Supervisor's absence.
- Supervises cleanup of general work area.

QUALIFICATIONS GUIDE

Knowledge of:

- Quantity food production.
- Operation and care of commercial food service equipment.
- Standard sanitation and safety practices and procedures related to the preparation, serving and transporting of food.
- Standard kitchen equipment, utensils and measurements.
- 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.
- Prepare, cook and bake 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.
- Understand and carry out oral and written instructions.
- Use the computer to communicate with sites, access information and place orders.
- Maintain cooperative relationships with those contacted in the course of work.

Training and Experience:

Four years of experience in the preparation and serving of large quantities of food, including the preparation of salads and baked goods, or any combination of training and experience that could likely provide the desired knowledge and abilities.

Physical Condition:

Good physical condition is determined by pre and post employment examinations.

Education:

High school diploma or general education degree (GED).

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 sit. The employee is occasionally required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

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.

revised 12/2011

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This page was last modified 12/2011