



Irvine Unified School District

NUTRITION SERVICES ASSISTANT III MIDDLE SCHOOL

DEFINITION

Under general supervision, fully operate a middle school kitchen and perform related work as required.

EXAMPLES OF DUTIES

- Supervises and participates in the operation of the speedline, including food preparation, heating and serving.
- Supervises adult and student workers.
- Operates a computerized point-of-sale terminal and trains others in use of the point-of-sale system.
- Prepares daily bank deposit.
- Orders, receives and stores foods and supplies; estimates quantities of food and supplies required.
- Assists in maintaining proper care of equipment and sanitation of the kitchen.
- Assists with cleanup of general work area.
- Completes daily and monthly inventory records and related documentation.
- Maintains a variety of records related to food safety including time and temperature charts.

QUALIFICATIONS GUIDE

Knowledge of:

- Methods and materials used in the preparation and serving of food.
- Standard sanitation and safety practices and procedures related to the preparation and serving of food.
- State and Federal regulations governing meals and ala carte foods served in schools.
- Hold and maintain current ServSafe certificate or equivalent (California Retail Food Code).

Ability to:

- Estimate quantities needed and 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.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with those contacted in the course of work.

Education:

- High school diploma or general education degree (GED).

Training and Experience:

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

and abilities.

Physical:

- Good physical condition as determined by pre- and post-employment inquiries and health reports.

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 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; and stoop, kneel, crouch, or crawl.

The employee must frequently 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 frequently works near moving mechanical parts and is exposed to extreme cold and extreme heat. The employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

rev. 12/2011

[Return to top](#)