

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

INGREDIENT ROOM WORKER 1

DEFINITION

Prepares and provides ingredients for volume cooking; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Prepares requisitions for special ingredients and standard foodstuffs and other dietary supplies; receives foods and shelves and controls these through basic inventory records.

Counts, measures, and weighs ingredients according to the recipes and meal counts; lifts, moves or carries heavy objects.

Opens foodstuff containers, weighs and places in cans and bins; allocates foodstuffs according to kitchen and recipe requirements; packages and labels sacks for vegetables, fruits, and cereals; sets up work supplies.

Acts as a liaison for food services between nursing and therapeutic dietary services; supplies food items to nursing unit areas.

Cleans ingredient room areas; dusts, sweeps, scrubs, and washes utensils used in room work.

Maintains a recipe file.

COMPETENCIES REQUIRED

Knowledge of the units of measurement commonly used in food preparation.

Knowledge of basic mathematics.

Knowledge of volume conversion procedures.

Ability to perform heavy lifting.

Ability to understand and execute oral and written instructions.

Ability to make mathematical calculations rapidly and accurately.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to one year of full-time work in food preparation work at the level of a cook's or baker's helper in a commercial, military, or institutional setting.

Effective Date: 6/99 BLR