

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## INGREDIENT ROOM WORKER 2

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### DEFINITION

Leads two or more employees, volunteers, inmates or residents in the operation of an ingredient room; 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload and checking work; may make suggestions on selections, promotions, and reassignments.

Prepares or oversees the preparation of requisitions for special and volume foodstuffs and other dietary supplies; receives, shelves, and controls foodstuffs using basic inventory records.

Weighs, measures, and counts ingredients according to institutional recipes.

Confers with food service employees to determine food requirements, and anticipate ingredients requisition requirements.

Opens foodstuff containers, weighs and stores food; maintains receipts, records, and files.

Cleans work areas; washes walls, floors; inspects related work performed by helpers.

### COMPETENCIES REQUIRED

Knowledge of the units of measurement used in preparing ingredients for use in volume food preparation.

Knowledge of basic mathematics.

Knowledge of volume conversion procedures.

Knowledge of the basic principles of supervision.

Ability to lead the work of subordinates.

Ability to perform mathematical calculations rapidly and accurately.

Ability to perform heavy lifting as required.

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 two years of full-time food preparation work at the level of a cook's or baker's helper or work which involved counting, weighing, and measuring ingredients for food preparation in a commercial, military, or institutional setting;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months of full-time work as an Ingredient Room Worker 1.

Effective Date: 6/99 BLR