



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Instructional Technician – Cooking</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Garden &amp; Cooking Program</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>10 months/Calendar 5009 Hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 36</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide technical instruction and assistance to students and Instructional Specialists assigned to the Garden and Cooking Program’s cooking instructional components; assist in the development and provide nutrition information activities for students to encourage healthy and nutritional eating habits; instruct students how to cook and prepare foods; prepare for and deliver classroom presentations to students to facilitate and enhance nutrition awareness; assist with and arrange the cooking program and related products, services and communications.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Provide technical instruction and assistance to students and Instructional Specialists assigned to the Garden and Cooking Program’s cooking instructional components; assist in the development and provide nutrition information activities for students to encourage healthy and nutritional eating habits
- Assist in the set up for specific lessons and provide nutrition information activities for students to encourage healthy and nutritional eating habits; assist in the development of lesson plans for individual grade levels and classes in accordance with established standards and specifications
- Prepare and deliver classroom presentations to students to facilitate and enhance nutrition awareness; explain nutritional eating habits, the food pyramid, and various other nutritional concepts
- Assist with the cooking program and related products, services and communications; instruct students how to cook and prepare foods such as main dishes, snacks, vegetables, fruits and salads; assure related activities comply with established safety and sanitation requirements
- Instruct students how to measure and weigh ingredients; calculate, adjust and extend recipes; estimate needed quantities of food and supplies; assemble, mix and prepare a variety of ingredients and supplies; open containers; remove wrappers and ingredients; thaw items as needed; assure proper temperature of foods
- Develop and provide nutrition information activities for students to encourage healthy and nutritional eating habits; implement related lesson plans for individual grade levels and classes in accordance with established standards and specifications

- Prepare nutritional support materials according to established procedures and regulations; travel to and visit assigned school sites to monitor nutrition activities, set up and conduct classroom presentations; utilize appropriate food models and taste tests
- Prepare and maintain a variety of records and reports related to assigned activities; utilize an assigned computer system to generate computerized reports
- Prepare and distribute worksheets and other nutritional support materials regarding various nutritional concepts; assist in the preparation of instructional materials and perform related clerical duties as assigned
- Communicate with personnel, outside agencies and others to exchange information and resolve issues or concerns
- Operate a variety of office equipment including a copier, fax machine, overhead projector, computer and assigned software; drive a vehicle to conduct work
- Provide input regarding the development of the Garden and Cooking Program and research recipes, menu planning and related activities

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods of preparing and serving foods

Terminology, techniques, ingredients, equivalent measures and abbreviations used in cooking

General terminology, concepts, methods and procedures involved in providing nutrition presentations to children in a classroom environment

Nutritional requirements of school-aged children

Principles, theories and practices of child nutrition, food values, food combinations, nutritional eating habits and the food pyramid

Food terminology, markets and commodities

Basic grounds maintenance procedures including planting, cultivating, pruning, spraying, fertilizing and irrigating fruits and vegetables

Methods, equipment and materials used in gardening work

Operation and maintenance of hand and power tools and equipment used in grounds maintenance

Basic record-keeping techniques

Oral and written communication skills

Correct English usage, grammar, spelling, punctuation and vocabulary

Interpersonal skills using tact, patience and courtesy

Modern office practices, procedures and equipment

Public speaking techniques

**ABILITY TO:**

Set up and provide nutrition information activities for students to encourage healthy and nutritional eating habits

Instruct students how to cook and prepare foods

Follow, adjust and extend recipes

Determine appropriate quantity of food items for cooking

Prepare and deliver classroom presentations to students to facilitate and enhance nutrition awareness

Assist in the set up and implementation of nutrition lectures for individual grade levels and classes in accordance with established standards and specifications

Explain nutritional eating habits, the food pyramid, and various other nutritional

Learn policies and objectives of assigned programs and activities

Monitor, assess and adjust nutrition information activities and lessons in response to the needs of individual classes

Meet schedules and time lines

Work independently with little direction

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level course work involving nutrition, cooking or related field and two years related work experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment

Driving a vehicle to conduct work

Seasonal heat and cold or adverse weather conditions

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information and make presentations

Sitting or standing for extended periods of time

Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds

Seeing to read a variety of materials

Bending at the waist or kneeling

**HAZARDS:**

Exposure to blood borne pathogens and infectious diseases