

ST. TAMMANY PARISH SCHOOL BOARD

TITLE: Food Services Technician (FLSA Status: Non-Exempt).

MINIMUM QUALIFICATIONS:

1. U. S. citizen or authorized alien.
2. Completion of pre-employment certification standards established by the St. Tammany Parish School Board.
3. Ability to read, write and comprehend at a fifth grade level.
4. Ability to verbally communicate effectively with others.
5. Ability to complete basic math problems at a third grade level.

REPORTS TO: Food Services Manager, Assistant Manager and Principal.

JOB SUMMARY: Supports the food services program by preparing and serving nutritious and tasty food, maintaining cleanliness of the facility and operating POS and record keeping.

ESSENTIAL JOB FUNCTIONS:

1. Gives and receives information.
2. Works independently and as part of a team.
3. Follows federal, state and local policies and procedures.
4. Properly uses, cleans and maintains equipment.
5. Reads and follows standardized recipes including proper use of weights and measures.
6. Maintains high standards of food production and service.
7. Uses safe working procedures; corrects and/or reports unsafe working conditions.
8. Maintains high personal hygiene standards.
9. Uses established sanitation techniques for cleaning the facility (may include grounds of schools with "take-out" lunches).
10. Provides instructions, training and guidance to other technicians or substitutes as instructed by the food services manager.
11. Receives, stores, removes, prepares and serves food according to established procedures (portion control, quality, sanitation, accountability and food safety).
12. Attends workshops and meetings; completes annual minimum required training.
13. Prepares and serves food according to time schedules to meet deadlines.
14. Monitors food quality during preparation and service.
15. Understands and interprets verbal and written instructions from the manager and assistant manager.
16. Completes basic math problems involving fractions, decimals, addition, subtraction, multiplication and division.
17. Extends recipes; accurately records weight, count, number, amount, portions and/or serving sizes; and ability to learn and use POS (point of sale) software.
18. Ability to use and clean all standard commercial food service equipment.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Other related duties as assigned by appropriate authority.

WORK ENVIRONMENT:

Required to work in an environment that is hot and humid, on hard, slippery surfaces involving temperature changes (when entering and exiting walk-in refrigerators and freezers), has high noise level, and frequent contact with food, water and commercial chemicals.

EQUIPMENT USED:

Standard commercial food service equipment.

PHYSICAL DEMANDS:

Ability to reach above head with heavy loads when performing a variety of food service functions, including but not limited to, placing food in ovens, refrigerators and storerooms, cleaning overhead equipment, and storing supplies and chemicals. Ability to push, pull, climb, mop, sweep, bend, squat, lift and carry up to 25 pounds unassisted; lift up to 100 pounds with assistance; stand or walk up to 7 hours per day.

STUDENT/STAFF/COMMUNITY RELATIONS:

Ability to work compatibly in group settings and independently, share equipment and supplies, and respond positively to supervision and accept suggestions for improvement. Promote positive feelings about school food service with students, faculty, administrators and others. Follow FISH philosophy. Assists the manager and assistant manager with marketing the food service programs.

TERMS OF EMPLOYMENT: 9 months.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Incumbent)

Date: _____

Incumbent's Name (Please Print)

Employee Identification Number