

## **FOOD SERVICE TECHNICIAN**

### **DEFINITION:**

Under the general direction of the Food Services Supervisor and Director of Food Services, the Food Service Technician is responsible for overseeing the day-to-day food service operation of assigned location(s).

### **QUALIFICATIONS:**

#### Experience:

- 3-4 years of experience in a commercial, school, or high production kitchen.
- Valid CA driver's license.

#### Education:

- High School Diploma or equivalent.
- ServSafe certification required or must be obtained within six (6) months of employment.
- Relevant coursework pertaining to quantity food preparation, child nutrition management, sanitation, and safety is preferred.

### **DISTINGUISHING CHARACTERISTICS:**

Positions in this classification have the responsibility of overseeing the kitchen operations, as determined by the Supervisor or Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Food Services Supervisor and Director of Food Services, the incumbent will:

- Coordinate and oversee the daily operations of assigned kitchens.
- Assign daily kitchen operation tasks to personnel at all sites including the sites falling under the main hub site.
- Estimate quantity of food to be produced and served using production records.
- Assist in and oversee the preparation of food following standardized recipes.
- Provide production schedules that maximize the utilization of personnel and equipment.
- Follow all current recipes and keeping the site recipe books updated as needed.
- Order supplies and food items needed for all assigned sites.
- Ensure all invoices for products received at all assigned sites, are verified and initialed by food service staff.
- Oversee, assign, and participate in storing all received deliveries of products.
- Oversee, assign, and participate in setting up and serving food at serving lines.
- Oversee, assign, and participate in cleaning and maintaining kitchen equipment and utensils with necessary detergents, sanitizers, and cleaning supplies.
- Train and direct personnel in cooperation with the Food Service Supervisors.
- Follow the direction of the Food Service Supervisor on quality control and food safety.
- Complete kitchen inventories as needed.
- Participate in the collection of money; collect and account for money on appropriate forms and prepare necessary reports and bank deposits.
- Monitor the handling of daily cash and meal counts for reimbursement claim documentation. May deposit money in accordance with collection procedures.
- Ensure necessary documentation and paperwork for all sites under the main hub site is submitted within time frame assigned.
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job.

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### **KNOWLEDGE:**

- Applicable laws, codes, regulations, standards, policies, and procedure
- Health Department regulations
- Food Safety and Sanitation
- Quantity food preparation
- Computer programs and point of sale systems
- Principles applicable to food serving and kitchen maintenance
- Proper safety, operation, and care of kitchen equipment and utensils

### **ABILITIES AND SKILLS:**

- Plan, prioritize, and organize work to meet deadlines, schedules, and timelines
- Follow written and verbal directions
- Read and write English; Understand and execute oral and written directions
- Ability to perform basic mathematical computations accurately
- Direct food preparation in large quantities
- Read, understand, and follow standardized recipes
- Adhere to the nutrient standard menu planning guidelines
- Communicate effectively and professionally, both orally and in writing
- Maintain cooperative relationships and work effectively and collaboratively
- Prepare reports in a complete and timely manner

### **PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: Lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling. A lift test demonstrating sufficient strength, mobility, and range of motion to arm lift and floor lift 31 pounds will be required upon offer of employment.

**Significant physical abilities** include the ability to stand and walk on hard surfaces for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels; hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described 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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors and outdoors in a food service environment and come in direct contact with students, district staff, and the public.