

ST. MARY PARISH PUBLIC SCHOOLS
SCHOOL FOOD SERVICE TECHNICIAN JOB DESCRIPTION

POSITION: School Food Service Technician

REPORTS TO: School Cafeteria Manager

TERMS OF EMPLOYMENT: Following the probationary period as set forth in policy GBG, terms of employment are 182 days.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

EDUCATION AND CERTIFICATION: Skilled in food service practices.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Assist with deliveries and proper storage of food, supplies and equipment.
2. Follow instructional protocols for the daily care, safe and proper usage, and cleaning of equipment and facilities.
3. Report accidents, sickness, faulty equipment, inferior quality of food, immediately to the school cafeteria manager.
4. Adhere to planned work schedules for food preparation, food service, and cleaning duties.
5. Prepare meals in accordance with safe and proper preparation of food, the planned menu and standardized recipes.
6. Serve meals in accordance with safe and proper service of food while maintaining adequate temperatures and portion control guidelines.
7. Operate the *Point of Service* if required by the school cafeteria manager.
8. Assume responsibility for storage and disposal of unused food.
9. Maintain high standards of health, sanitation and safety in all phases of the child nutrition program.
10. Establish a positive rapport with students, teachers, school administrators and the community in promotion of school nutrition programs.
11. Maintain proper documentation as required by the school cafeteria manager including; but not limited to temperature logs, inventory usage, HACCP documentation, etc.
12. Complete 6 hours of professional standards of training annually as mandated by USDA.
13. Maintain confidentiality and demonstrates positivity in words and actions as a representative of the school and district.
14. Maintain a record of regular and prompt attendance.
15. Perform such other tasks and assumes additional responsibilities as the School Cafeteria Manager, School Principal, Child Nutrition Program Supervisor and/or Superintendent may assign.

QUALIFICATIONS: The School Food Service Technician must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the School Food Service Technician is frequently required to stand, walk, speak, hear, and sometimes sit. The School Food Service Technician may occasionally push or lift up to 50 lbs., such as boxes of materials. The School Food Service Technician is frequently exposed to a work environment noise level, which is moderate to loud. The School Food Service Technician must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The School Food Service Technician must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.

The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.

SIGNATURE _____ DATE _____