



POSITION: Food Service Technician

REPORTS TO: Cafeteria Manager

CONTRACT DAYS: 185 Days

FLSA Status: Non Exempt

Summary:

Performs a variety of duties in the preparation and service of nutritious meals to students, staff and visitors. Maintains cleanliness of the kitchen and cafeteria areas and performs related duties. Understand basic knowledge of USDA child nutrition requirements.

Essential Duties and Responsibilities:

- Assists in the kitchen preparing and serving meals for students within Dorchester 4 School District.
- Collects money and handles point of sale meal transactions from students and staff.
- Ensures that proper quantities of food are prepared and served using USDA standardized recipes as provided from Managers and the Child Nutrition Office.
- Records all food usage and is able to interpret a production schedule.
- Monitors meal pattern requirements and meal count procedures.
- Maintains a clean sanitary work area to include: dish room, sinks, stoves, ovens, small wares, kitchen utensils, and other cafeteria areas.
- Responsible for safety and proper sanitation at all times and the proper use of cleaning chemicals in the cafeteria, kitchen and dish room area.
- Cleans tables, serving counters and kitchen floors. Able to operate a dish machine, power wash sink and 3 compartment deep sink.
- Has knowledge of the operation and use of all kitchen and cafeteria equipment.
- Follows work and cleaning schedule as prescribed by the cafeteria manager.
- Performs other related duties as assigned by the cafeteria manager and or assistant manager.

Job Specifications:

- Ability to develop constructive working and interpersonal relationships with colleagues.
- Problem solving and decision making skills.
- Must be able to lift up to 50 lbs.
- Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force to constantly move objects.
- Must be physically able to operate a variety of equipment including computers, printers, copiers, ovens, steamers, various mixers, slicers, etc.
- Must possess strength, stamina and mobility to perform physical work in hot and cold environments inside of kitchens.

Education and/or Experience:

Education: High School Diploma or General Education Degree (GED); food safety training will be considered a plus.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from community, regulatory agencies, or members of staff.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of assessment data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to analyze information and use logic to address work related issues and problems. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to quickly assess employee, departmental and administrative needs and provide timely feedback.

Other Skills and Abilities:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, parents and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to organize and implement a flexible work schedule in order to meet reporting deadlines. Ability to self-monitor and manage multiple tasks while working individually and with members of a group. Ability to submit all requested reports and documentation in a timely manner and in accordance with scheduled deadlines. The position requires meeting deadlines, and interacting with teachers, administrators, parents, and community members.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Occasionally the position requires the employee to work irregular or extended hours.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

TERMS OF EMPLOYMENT:

The terms of employment detailed in this job description are based on full time employment during an entire school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job will be evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.