

Litchfield School District - SAU 27

POSITION TITLE: FOOD SERVICE TECHNICIAN	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>6/25/2014</i>
General Purpose:	To assist in food preparation and perform food service work associated with the operations of a school food service program.
Reports to:	Lead Food Service Technician
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Assist in the preparation of up to two meals daily. May include private school meals as well as other functions.
2. Assemble, thaw (as needed), and prepare foods and beverages from menus or other instructions for scheduled mealtimes. Accurately measure and apportion ingredients, and replicate recipes and preparation instructions for foods and beverages. Prepare sufficient amounts based on previous production records.
3. Maintain sanitary and healthful conditions in the food preparation and service areas, ensuring compliance to sanitation regulations.
4. Prepare serving areas for scheduled mealtimes.
5. Serve hot and cold foods and beverages.
6. Run cash register during mealtime periods as directed by the Lead Food Service Technician.
7. Maintain and rotate inventory on foods, beverages, cooking and cleaning supplies, and paper products.
8. Perform basic maintenance and cleaning on food preparation equipment, utensils, and food service areas.
9. Maintain an appropriate level of confidentiality regarding the records and operations of the program, school and district.
10. Refine existing work methods and develop new techniques for accomplishing assigned tasks.
11. Available for additional work and/or overtime, as required.
12. Maintain effective relations with building staff, students, parents, contractors, and the public.
13. Perform all tasks in a safe manner, utilizing all safeguards as provided.
14. Perform other tasks and assume other responsibilities as may be assigned by the *Lead Food Service Technician*.

TERMS OF EMPLOYMENT:

At-Will, Non-exempt, School year position. Hourly rate established by the Board.

MINIMUM QUALIFICATIONS:

1. High school diploma or G.E.D.
2. Demonstrated knowledge of food and menu preparation, nutrition, sanitation, and customer service; or, any combination of education and experience that demonstrates the requisite knowledge, skill and ability to perform the essential functions of the position.

3. Basic math aptitude (addition, subtraction, and multiplication)
4. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Sanitation Certificate (new since June 2006)

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Frequently required
3. Lift 25 to 50 lbs:	Occasionally required. Assistance may be available.
4. Lift over 50 lbs:	Rarely required. Assistance may be available.
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required. Assistance may be available.
8. Carry over 50 lbs:	Not required.
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Occasionally required
5. Controls and Equipment:	Electric mixers; grinders; slicers; wrapping machine; ovens; stoves; grills; microwave ovens; toasters, beverage makers; food warming and holding equipment; kitchen utensils; steamer and steam tables; deep fryer; scales; hand and power food preparation and serving utensils; telephone; cash register/computer, and calculator.

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Rarely required
6. Crouching:	Occasionally required
7. Climbing:	Not required
8. Balancing:	Not required

Work Surface(s):

Kitchen environment with tables and counter tops; stove tops; Stainless steel, formica and wood counters; food service stations; concrete and tile floors that may become wet at times.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8		<u>1</u>	2	3	4	5	6	7	8
Stand	1	<u>2</u>	3	4	5	6	7	8		1	2	3	4	<u>5</u>	6	7	8
Walk	<u>1</u>	2	3	4	5	6	7	8		<u>1</u>	2	3	4	5	6	7	8

**Work Performed: Inside: 100%
 Outside: 0%**

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Essential for doing job effectively and correctly

Other Training, Skills and Experience Requirements:

Ability to work with students, staff, and the community.

Summary of Occupational Exposures:

Disinfectants, sanitizers and other cleaning fluids, school lunches, and general office environment. Temperature variance from heat of ovens to cold of freezer or cooler.

Other Considerations and Requirements:

Physically able, as job includes lifting and standing. Employee follows a written or verbal work schedule. Job often entails routine and repetitive tasks that, once learned, can be executed under general supervision. Work may be checked by senior department personnel to insure accuracy and completeness of assignments.

Maintain proper personal hygiene for food service workers.

Satisfactory completion of a criminal background check will be required prior to employment.

Incumbent has no authority for disciplining students during school hours.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district's liability insurance carrier.