

## Litchfield School District - SAU 27

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

### **POSITION DUTIES AND RESPONSIBILITIES:**

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

1. Supervise Food Service Technician team as directed by the Director of Food Services.
2. Provide input on employee evaluations to Director of Food Services.
3. Prepare and cook up to two meals daily. May include private school meals as well as other functions.
4. 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.
5. Maintain sanitary and healthful conditions in the food preparation and service areas, ensuring compliance to sanitation regulations.
6. Regularly assess food acceptability and waste, and incorporate the results in future menu planning.
7. Prepare serving areas for scheduled mealtimes.
8. Prepare and post meal menus.
9. Run cash register during mealtime periods.
10. Maintain production records of meals served.
11. Count, record and secure all cash receipts, and prepare bank deposit slips. Record totals including free, reduced, and paid meal counts on 'Daily Sales Form'.
12. Maintain and rotate inventory, and order, as needed, perishable and non-perishable foods, milk, paper products, and other supplies and equipment.
13. Perform basic maintenance and cleaning on food preparation equipment, utensils, and food service areas.
14. Maintain an appropriate level of confidentiality regarding the records and operations of the program, school and district.
15. Maintain the POS System and oversee the food service computer system in conjunction with the Food Service Director and IT department.
16. Refine existing work methods and develop new techniques for accomplishing assigned tasks.
17. Available for additional work and/or overtime, as required.
18. Maintain effective relations with building staff, students, parents, contractors, and the public.
19. Perform all tasks in a safe manner, utilizing all safeguards as provided.
20. Perform other tasks and assume other responsibilities as may be assigned by the Food Service Director.

**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. Minimum of three (3) years experience in a school cafeteria or similar food service operation.
3. 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.
4. Basic math aptitude (addition, subtraction, and multiplication)
5. 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):**

Standard office desk and chair, table. 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	<u>3</u>	4	5	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, vendors, and the community.

Perform simple work with numerical data and make arithmetic computations rapidly and easily.

**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:**

This position requires employee to be able to work on multiple tasks simultaneously.

Physically able, as job includes lifting and standing.

Maintain proper personal hygiene for food service workers.

Satisfactory completion of a criminal background check will be required prior to employment. Employee must pass background check to enable bonding by the district's liability insurance carrier.

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.