



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Food Service Technician  
**DEPARTMENT.....:** Housing & Human Services  
**DIVISION.....:** Head Start  
**CLASSIFICATION/GRADE.....:** Food Service Technician/101  
**REVISED.....:** 12/2013  
**REPORTS TO.....:** Nutrition/InKind Specialist  
**REVIEWED.....:** 12/2013  
**WAGES.....:** Hourly

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### **GENERAL PURPOSE:**

Responsible for picking up, transporting, and serving meals. The duties also include recording food temperatures, cleaning, and maintaining necessary paperwork. Ensures that a back brace is always worn while lifting the meals to and from the vehicle to promote a safe work environment.

### **BASIC FUNCTIONS:**

1. Responsible for transporting, delivering and serving all meals required by the Head Start Performance Standards.
2. Cleans and returns all food warmers and ice chests to the various vendors when picking up meals as per the vendors requests.
3. Ensures that the proper menu is received from the vendor for each meal that is picked up.
4. Ensures that the proper meal components for each meal are received from the vendor.
5. Ensure appropriate sanitary practices are enforced while transporting, delivering, and serving meals at all times.
6. Responsible for turning in all required paperwork and documentation to the Nutrition/Inkind Specialist as needed.
7. Responsible for ensuring that the appropriate amount of disposable nutrition and cleaning supplies are kept on hand at assigned location.
8. Responsible for ordering the necessary disposable nutrition and cleaning supplies as needed.
9. Responsible that all meals provided are with in LA Dept of Education/CACFP regulations and guidelines
10. Responsible for completing required CACFP documentation including attendance worksheets, menu worksheets, vendor count forms, and other forms.
11. Responsible for checking and logging food temperatures for every meal served.
12. Responsible for preparation, serving, and clean up of all meals served.
13. Ensures that the Vendor meal count corresponds with the number of meals served and the number of meals on the menu worksheet.
14. Cleans and sanitizes entire serving area, including: counters, tables, chairs, floors, etc. after every meal.
15. Clean all serving utensils and equipment after every meal.
16. Ensures that garbage is removed from indoor trashcans and moved to dumpster or garbage cans after each meal. Sanitizes trashcans as needed, including outdoor trashcans.

17. Must wear a Back brace to pick up and deliver each meal. Back-brace training is provided by the Nutrition/Inkind Specialist on an annual basis.
18. Attends in-service and pre-service seminars, licensing required training sessions, and other Head Start training conferences.
19. Cross trains as a Substitute Assistant Teacher and works in the classrooms, if needed. Signs a Substitute Assistant Teacher job description.

**EDUCATION AND EXPERIENCE REQUIRED:**

1. Graduation from high school or GED equivalent.
2. Ability to develop and maintain effective working relationships with employees, supervisors, other agencies, program participants and the general public.
3. Ability to communicate effectively orally and in writing.
4. Ability to handle stressful situations.
5. Must possess a valid Louisiana driver's license.
6. Must be able to operate a 12- passenger van.
7. While performing the duties of this job, the employee is required to lift and carry 50 pounds or more.