

FOOD SERVICE TECHNICIAN



Housing & Human Services | Head Start

SUMMARY

Part-Time Position. Prepare, serve, transport, and deliver meals. Record food temperatures, maintain necessary paperwork, and perform cleaning duties as needed.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

8 a.m. to 2 p.m.

LOCATION

Varies

REPORTS TO

Nutrition/In-Kind Specialist

PHYSICAL DEMANDS

- Lift/carry over 50 lbs. (heavy)
- Operate 12-passenger van

WORK ENVIRONMENT

- Interactions with outside agencies, program participants, and the public
- Work in stressful situations

ESSENTIAL FUNCTIONS

- Prepare, serve, transport, and deliver all meals required by Head Start Performance Standards and ensure proper sanitary practices are being enforced.
- Check and log food temperatures for all meals served.
- Clean and sanitize serving area, including counters, tables, chairs, floors, serving utensils, and equipment after every meal. Clean food warmers and ice chests and return them to vendors as needed.
- Ensure the proper menu and meal components are received from vendors.
- Order needed cleaning and disposable nutrition supplies and ensure the number of supplies are kept on hand at assigned locations.
- Prepare meals following LA Department of Education/CACFP guidelines and complete required documentation, including attendance worksheets, menu worksheets, vendor count forms, and other forms as required.
- Ensure the vendor meal count corresponds with the number of meals served and number of meals noted on the menu worksheet.
- Remove garbage from indoor trash cans after each meal. Sanitize indoor and outdoor trash cans as needed.
- Attend seminars, license-required training sessions, and other Head Start training as required.
- Perform other duties as assigned by supervisor.

EMERGENCY EVENTS

Not required to work during emergency events.

Questions? No problem! Email us at employment@tpcg.org.

GENERAL REQUIREMENTS

- Communicate effectively verbally and in writing.
- Sign and adhere to the TPCG/Head Start Standard Code of Conduct.
- Cross train as substitute assistant teacher and work in the classroom if needed.
- Wear back brace when picking up/delivering meals. (Back brace training will be provided on an annual basis.)

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED certificate required.
- Possess and maintain a valid Louisiana driver's license.