

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

Starting Pay

\$10.89 - \$13.98 per hour

Schedule

Monday - Friday

Shift

8 a.m. - 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

EMERGENCY EVENTS

Not required to work during emergency events.



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

ESSENTIAL FUNCTIONS

1. Prepare, serve, transport, and deliver all meals required by Head Start Performance Standards and ensure proper sanitary practices are being enforced.
2. Check and log food temperatures for all meals served.
3. 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.
4. Ensure the proper menu and meal components are received from vendors.
5. Order needed cleaning and disposable nutrition supplies and ensure the number of supplies are kept on hand at assigned locations.
6. 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.
7. Ensure the vendor meal count corresponds with the number of meals served and number of meals noted on the menu worksheet.
8. Remove garbage from indoor trash cans after each meal. Sanitize indoor and outdoor trash cans as needed.
9. Attend seminars, license-required training sessions, and other Head Start training as required.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

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

EDUCATION, EXPERIENCE, AND LICENSES

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