



1203 FOOD SERVICE TECHNICIAN

Classification Summary

Prepare meals and ala carte servings including entree cooking, baking and other main dish items. Assist in the merchandising and marketing of food services designed to maintain and increase sales. Participate in the coordination of meal preparation in a timely manner and perform other related work as required.

Supervisory Relationships

Reports to and assists a Food Service Coordinator contributing to the efficiency of a kitchen and the fiscal stability of a food service operation. Provide technical supervision over other food service workers, temporaries, and student helpers.

Distinguishing Characteristics

Positions in this classification are distinguished from the Food Service Assistant II classification by the performance of major cooking and/or baking responsibilities, including the preparation of meal components from recipes, cooking of entree items, and major baking tasks. Positions are further delineated from the Assistant II classification by the responsibilities for assisting the Food Service Coordinator in administrative aspects for ensuring a cost/efficient operation. It is delineated from the Food Service Coordinator classification by the subordinate responsibility for the operation of a kitchen including major aspects of financial/fiscal accountabilities.

Examples of Duties

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Ensure all federal nutritional guidelines are met in the food service program; evaluate menus for compliance with the USDA Child Nutrition Program requirements.
2. Assist in developing marketing programs which contribute to increasing sales and maintaining the financial stability of the operation.
3. Prepare and cook meal components from recipe; adjust recipes to meet serving needs and projected demands.
4. Supervise and participate in the cleaning and sanitation of cooking and serving areas, utensils, and kitchen equipment in compliance with sanitation regulations and standards.
5. Under direction, purchase required food and supplies. Provide for the proper storage and warehousing of supplies and inventories.
6. Perform administrative tasks in the area of records maintenance, including accounting for monies, USDA meal tickets, purchase orders, and other operations costs and revenues.
7. Ensure that food preparation is completed within timelines and as scheduled.
8. Oversee the work of food service workers who assist in cooking, baking and other food service tasks.
9. Maintains regular and prompt attendance.
10. Performs other related duties as assigned.

Supervisory Relationships

1. Knowledge of cooking techniques, menu and recipe analysis, and nutrition values (including the USDA Child Nutrition Program guidelines.)
2. Working knowledge of sanitation and safety regulations to a food service operation.
3. Knowledge of purchasing policies, procedures, and practices.
4. Ability to instruct and lead other workers, including the ability to provide employee training and development.
5. Some knowledge of cost/budget control, marketing, and sales associated with administrative assistance tasks.
6. Ability to work harmoniously with staff, students, administrators and others.
7. Good physical condition to perform lifting (up to 50 pound) and storage of food and supply inventories.

Minimum Qualifications for Class Entry

1. Two years of progressively responsible institutional food service experience which included major cooking and/or baking responsibilities and some exposure to cost control.
2. School food service experience is highly desirable.
3. Possession of a State Food Handlers' Certificate.

Work Environment

Work is performed in a kitchen and cafeteria environment which includes heating and cooking equipment such as ovens and burners. Work also requires lifting of food items up to 50 pounds, storing such items in freezers, and requires prolonged standing and walking.