



LAFAYETTE PARISH SCHOOL SYSTEM
JOB DESCRIPTION

Job Title: Food Service Cafeteria Technician
Reports To: Food Service Cafeteria Manager
Prepared By: Employee Services
Salary Grade: Crafts and Trades Pay Grade 3
Obj/Func: 116/1461

Department: Child Nutrition Services
FLSA Status: Non-Exempt
Prepared Date: August 2, 2023
Approved Date: August 9, 2023
Days: 180
2002 Sales Tax Eligible: No

Overview: Works in a variety of school food service operations, including food preparation, care and cleaning of kitchen facilities and equipment, serving food, and dishwashing.

Qualifications:

- High school diploma, state-issued high school equivalency credential (i.e., GED, HiSET, TASC), or pass a Lafayette Parish School System's reading test.
- Knowledge of the functional operation of a school kitchen, basic kitchen routines, and cleanliness requirements preferred.
- USDA Professional Standards Training for School Nutrition employees maintained annually (6 hours).

Essential Duties and Responsibilities include the following.

- Implements the philosophy, policies, and regulations of all Child Nutrition Programs
- Maintains high standards of health, sanitation, and safety.
- Prepares food items according to menus and standardized recipes developed for breakfast, lunch, and snack meals.
- Assists in maintaining inventory of USDA Commodities, purchased foods, supplies, and equipment; assists with receiving and storage of all inventory.
- Practices safe food handling and storage to ensure proper temperature, palatability, and appearance.
- Adheres to meal serving times as determined by the daily activity schedule of the of the school site; serves meals according to rotating work schedule.
- Participates in school site Health and Wellness Team by implementing student dietary needs as directed
- Adheres to work schedule and instructions regarding food preparation, cleaning of the facility, and operation of equipment.
- Operates and maintains all school kitchen equipment to include baking, steaming, braising, and mixing commercial equipment and various small equipment pieces.
- Operates dish machine for washing and sanitation of trays, flatware, pots, pans, and utensils; uses appropriate manual ware-washing procedures for pot and pan sink.
- Implements appropriate diet modification procedures for students with special dietary needs; adheres to recipes and instructions for food preparation and portion control as directed.
- Attends district-wide Staff Development and School Food Service
- Maintains regular and punctual attendance.
- Complies with policies, rules, regulations, and procedures established by the State Board of Elementary and Secondary Education, the Lafayette Parish School Board, and the Superintendent or his/her designee, and with the directives of supervisors.
- Performs other tasks and assumes other responsibilities as assigned or requested.

Additional Responsibilities and Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

- Adaptable; manages competing demands; changes approach to best-fit situation; able to deal with frequent changes, delays, or unexpected events; patient.
- Dependable; follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- Honest and straightforward; acts with integrity; is truthful; refuses to steal, cheat, or deceive; maintains confidentiality.
- Identifies goals; weighs pros and cons; chooses the best alternative; displays willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- Works cooperatively with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a team above own interests; asks for and offers help when needed.
- Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; participates in activities to improve professional competence.
- Follows district and school or department dress code; wears attire appropriate to the circumstances; projects well-groomed appearance practices personal grooming that is appropriate to the work environment.
- Displays understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience; communicates effectively in English using proper grammar and vocabulary.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to satisfactorily perform the essential functions of this job and are not meant to be all-inclusive. If requested, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job, absent undue hardship. While performing the duties of this job, the employee is regularly required to reach with arms and hands and to use hands and fingers to handle objects and operate kitchen equipment, tools, and/or controls. The employee is frequently required to stand for long periods of time. The employee is required to use strength to lift up to 50 pounds in order to perform the functions of the job and occasionally lift and/or carry up to 25 pounds. The employee is required to bend, reach, stoop, kneel, and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters to satisfactorily perform the essential functions of this job and are not meant to be all-inclusive. If requested, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job, absent undue hardship. While performing the duties of this job, the employee is frequently exposed to hot temperatures and a variety of childhood and adult diseases and illnesses. The employee is occasionally exposed to fumes, smoke, and dust. The employee may be intermittently be exposed to excessive noise.

This job description is designed to provide a general overview of the requirements of the job. It is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The Lafayette Parish School Board reserves the right to revise the job description at any time.

I, _____,
(Print Name)

have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Employee Services Department.

Employee Signature

Date