

# FOOD SERVICE TECHNICIAN

Housing & Human Services | Head Start



## JOB RESPONSIBILITIES

**Part-Time.** Terrebonne Parish Consolidated Government's Food Service Technician is responsible for the daily transportation, delivery, preparation, serving, and documentation of meals according to the Head Start Performance Standards and the Child and Adult Care Food Program (CACFP) guidelines.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

8 a.m. to 2 p.m.

#### LOCATION

Various Head Start Classrooms

#### REPORTS TO

Nutrition/In-Kind Specialist

#### PHYSICAL DEMANDS

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

#### WORK ENVIRONMENT

Fast-paced and physically active, primarily taking place in a kitchen, cafeteria, and classroom setting, with frequent driving required for meal transport and regular exposure to food service equipment and cleaning agents.

#### EMERGENCY EVENTS

Not required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to ensure that meals served at Head Start centers meet all nutritional, safety, and regulatory standards.

The PT Food Service Technician must maintain sanitation, cleanliness, accurate recordkeeping, and support nutrition services during peak periods or when special needs arise.

### JOB DUTIES

- Transport meals daily from approved vendors, ensuring proper handling and safety in accordance with Head Start Performance Standards.
- Verify receipt of accurate meal components and menus from vendors for each meal service.
- Serve breakfast, lunch, and snacks to children while maintaining portion control and nutritional guidelines established by CACFP.
- Follow all food safety and sanitation protocols during meal transport, preparation, serving, and cleanup.
- Check and record food temperatures for all meals using approved thermometers and log them according to CACFP regulations.
- Document daily meal counts, attendance, menus, and other required forms accurately in the KidKare software.
- Ensure that the number of meals served matches the daily vendor count and recorded attendance.
- Accommodate special dietary needs by following documented Special Diet Plans and ensuring proper substitutions are provided.
- Clean and sanitize all serving areas, including tables, counters, chairs, floors, food carts, and trash cans after each meal.
- Sanitize and return food warmers, ice chests, and equipment to vendors as required.
- Wash and maintain cleanliness of all serving utensils and food service equipment after each use.
- Remove garbage from indoor trash cans after each meal and dispose of it properly in outside receptacles or dumpsters.
- Prepare and refresh bleach water solutions daily for cleaning and sanitizing purposes.
- Maintain appropriate inventory levels of disposable nutrition and cleaning supplies at the assigned center.
- Post monthly menus in a visible location for staff and families in compliance with CACFP guidelines.
- Submit all monthly CACFP paperwork, including claims, attendance, and menus, to the Nutrition/In-Kind Specialist in a timely manner.
- Place warehouse orders for nutrition and cleaning supplies on a monthly basis or as needed.

## JOB DUTIES CONTINUED

- Prepare and submit accurate weekly timesheets for payroll processing.
- Attend all required Head Start, CACFP, food safety, and KidKare training sessions as scheduled.
- Participate in annual deep cleaning of kitchens, cafeterias, equipment, and storage areas.
- Conduct annual inventory of food service equipment, including pans, coolers, warmers, and kitchen tools.
- Organize workspaces, storage cabinets, resource binders, and supply sheds to maintain an orderly environment.
- Retrieve and securely destroy outdated Special Diet Plans in compliance with privacy and health standards.
- Schedule and obtain an annual inspection sticker for assigned vehicles.
- Wash and maintain cleanliness of vehicles as needed, and transport vehicles to the garage for routine maintenance or repairs.
- Refuel assigned vehicles regularly to ensure readiness for daily operations.
- Support the Nutrition Specialist with special projects or events as requested.
- Train new Food Service Technicians in food handling procedures, documentation, and sanitation practices.
- Assist classroom staff as a substitute Assistant Teacher when time and staffing needs permit.
- Adhere to all TPCG/Head Start Standards of Conduct and workplace policies throughout employment.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates accountability and initiative by independently managing daily food service responsibilities while setting a positive example for peers and trainees.
- **Time Management:** Effectively prioritizes and completes multiple tasks—such as meal preparation, service, documentation, and sanitation—within strict timeframes.
- **Analytical Skills:** Accurately verifies meal components, monitors food temperatures, and ensures documentation complies with CACFP and regulatory standards.
- **Communication Skills:** Communicates clearly and respectfully with staff, supervisors, and vendors to coordinate meal services and report concerns or updates.
- **Organizational Skills:** Ability to maintain well-ordered records, inventory, and storage areas to support efficient operations and regulatory compliance.
- **Technical Skills:** Utilizes digital systems such as KidKare for accurate recordkeeping and operates standard kitchen and food service equipment safely and effectively.
- **Qualifications:**
  - High School Diploma or GED certificate.

