JOB SPECIFICATIONS

JOB TITLE: **Food Technician**

SUMMARY OF JOB:

Prepares and serve meals and snacks for children and adults, which comply with Early Head Start and Child Care Food Program guidelines. Keep accurate and complete records of all means served.

JOB DUTIES:

1. Orders appropriate amount of food according to a central menu at established intervals. Assist Nutrition Specialist in planning menus.

2. Receives food checking order against invoice and requisition. Reject damaged merchandise, etc., and notate shortages. Submit invoices and notify Nutrition Specialist of refused items and shortages.

3. Stores food appropriately after receiving and before and after cooking to prevent spoilage and infestation.

4. Rotates stock (FIFO).

5. Prepares meals as specified on the daily central menu using standardized recipes when available.

6. Notifies Nutrition Specialist before making any menu changes.

7. Notates authorized changes in center records.

8. Serves meals at the scheduled time using portions specified for Child Care food and Head Start meal pattern.

9. Keeps refrigerated samples of all meals served.

10. Must understand the importance of individual formula for each infant.

11. Must prepare infant bottles with appropriate formula and label using precise measurements.

12. Must sterilize infant bottles and take every reasonable precaution to ensure that bottles and accessories of different infants are not mixed.

13. Must be aware of appropriate finger food to offer toddlers.

14. Maintain a safe and sanitary kitchen and meal service at all times. Responsibilities include, but are not limited to the following:

    a. Must be neat, clean and in proper attire at all times.

    b. Must wear a hair net at all times.

    c. Must use disposable gloves when serving food.

    d. Maintain food at safe temperature; avoid waste.

    e. Washes and sterilizes dishes, posts and utensils after meals.

    f. Cleans and sanitize the entire kitchen according to a designated schedule.

    g. Scrubs counters and sinks after meals.

    h. Washes dish towels after use.

    i. Sweeps and clean the kitchen flood; wipe spills immediately.

15. Maintains complete and accurate records of the food and milk used daily and the number of meals served to children and adults. Record monthly inventory of food and supplies. On a monthly basis, inventory large and small kitchen items.

16. Submits monthly reports to Nutrition Specialist, which are complete, accurate and on time. Notify Nutrition Specialist of any problems in food service area.

17. Assists teaching staff in obtaining items needed for food experiences and for nutrition education.

18. Attends in-service training each month.

QUALIFICATIONS AND REQUIREMENTS:

1. Must have High School diploma or General Education Development (GED) and the ability to communicate both orally and in writing.

2. Past experience preparing meals for large groups of people.

3. Good record keeping skills and the ability to handle simple math (adding, subtraction, multiplication, division and fractions).

4. Ability to prepare meals and maintain kitchen in compliance with program and funding source regulations.

5. Past work experience in an environment that was regulated by the health and sanitation department desired.

6. Must possess a positive attitude, flexible and able to work with diverse groups of people.

7. Dependable and able to relate well to infants, young children and adults.

8. Must be able to work from 7:00 a.m. to 3:00 p.m.

9. Must be sensitive to the needs of the participants served by the Head Start/Early Head Start program along with possessing prior work experience with diverse populations (ethnically, socially and economically).

10. Computer/technology skills desired.