

YKSD JOB DESCRIPTION



Job Title: Food Service Technician	
Supervisor: Business Manager	Location: District Office, Fairbanks
Authorized Hours: 7.5 hours per day, M-F	Classification: Classified/Hourly
Days/Months: 12 months	Range: J

General Responsibilities

Under the supervision of the Business Manager, this position will be responsible for the ordering and delivery of food, supplies and equipment for all district run food service programs and provide direction to all cooks on nutrition, portions, menus, and work methods.

Example of Duties

1. If applicable, review applications for free and reduced status and notify of approval or denial. Review Title I surveys and Direct Certification documents in order to maintain economically disadvantaged status of students.
2. Utilize State of Alaska food service program software.
3. Operate the food service program in accordance with Federal and State Department guidelines and local Board of Education regulations and policies.
4. Order all foods and supplies. Supervise storage, productions, and serving of food in the individual schools.
5. Maintain a food service inventory.
6. Provide a Food Service Handbook for all food service personnel to explain in detail the policies and procedures of the Food Service Department.
7. Effectively communicate with the schools and keep them informed of menu selections and upcoming special events in food service.
8. Travel to schools in small planes as needed and provide in-service training for all food service personnel.
9. Develop and implement cycle menus, nutrient analysis, menu planning guidelines, preparation and serving standard guidelines, and food product development and evaluation.
10. Maintain food handling certificates for all food service personnel.
11. Pursue funding opportunities and assist Business Manager in preparing grant applications. Implement grant supported programs and comply with reporting requirements.
12. Collect production reports from schools and check for accuracy.
13. Create travel itineraries and purchase requisitions for the food service program.
14. Serve on District Wellness Committee
15. Obtain and maintain Servsafe certification.
16. Meet continuing education/annual training professional standards
17. Distribute monthly nutrition Newsletter.
18. Provide support to Business Office as directed and perform other duties as assigned.

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Equipment Used

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

Independent Decisions

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

Primary Working Contacts

Administrators, cooks, district office staff and vendors.

Responsibility for Cash, Equipment, Safety

None

Supervision Received and Exercised

Receives oral and/or written instructions from assigned district office administrator. Overseas site cooks to insure food service procedures and guidelines are being followed.

Unusual Working Conditions

Work is performed in a normal office setting. There are no unusual demands of the position. Position is mostly sedentary with extended periods sitting at desk/computer.

Evaluation

Annual written evaluation.

Qualifications

Education: College degree required; emphasis in nutrition or dietetics preferred.

Experience: Two years of supervisory experience preferred.

Skills: Good organization, communication and interpersonal skills. Knowledge of current technology. Exemplary work habits.

Knowledge of:

- Principles of good nutrition and quantity food preparation and service.
- Price and portion controls.
- Food ordering and storage methods.
- Food handling, safety and sanitation standards and techniques.
- Federal and State laws and regulations governing child nutrition programs such as USDA donated food usage, free and reduced meals.
- Inventory and record-keeping procedures.
- Orientation and training methods for nutrition program employees.
- Interpersonal skills using tact, patience and courtesy.

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Ability to:

- Plan, coordinate and monitor district food service program relating to food and equipment procurement, nutritional and safety requirements, personnel, financial and operational efficiency.
- Interact and coordinate program(s) with federal, state and local government agencies and vendors.
- Plan and modify menus using proper nutrition requirements.
- Conduct site visits to facilitate communications, inspect quality of services and adherence to rules and regulations.
- Assure adherence of food service programs to federal, state and local laws and regulations and District requirements.
- Analyze food service operations for cost effectiveness.
- Maintain records, compile and verify data and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
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