



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Closing Date:
 Starting Rate:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED:
 01/01/2006;11/28/06;01/01/07

JOB TITLE: Food Service Tech II

DEPARTMENT: Juvenile Services

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$9.28 - \$13.94 /hr

GRADE: 8

Performs skilled work in the quantity preparation and cooking of foods. Specifically supervise Food Service Technicians engaged in preparing, cooking, serving meals and cleaning activities.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Serves as chief cook and supervises Food Services Technicians. Gives instructions/directions to on-duty technicians at the discretion of the Supervisor. Handles any immediate problems encountered. In absence of the Supervisor, will be in charge of the Detention Food Service Departments. Directs cleaning of kitchen, dishes, dining room areas, and equipment. Performs the full range of cooking duties. Maintains quality control measures throughout the food preparation process. Utilize standardized recipes and proper portion control techniques.
- Maintain adequate daily records, i.e., Withdrawal, Breakfast, Lunch, and Dinner and report to Manager
- Maintains security regulations in the food production areas. Follows all P.O.S.T. Orders, policies, and procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- A minimum of one year experience in large-scale meal preparation.
- Knowledge of large-scale meal preparation and operation of kitchen related equipment.
- Ability to effectively communicate both verbally and with written reports. Good math skills.
- Must be able to maintain harmonious working relationships.
- Ability to effectively communicate both verbally and with written reports.
- Must possess a valid drivers license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, and kneel as required by the job, lift/carry up to 50 pounds.