



**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](http://www.caddo.org)

Date Posted:  
 Closing Date:  
 Starting Rate:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 01/01/2006;11/28/06'2007*

JOB TITLE: Food Service Tech

DEPARTMENT: Juvenile Services

FLSA Status: Exempt

HOURS: Shift Work

SALARY RANGE: \$8.45 - \$12.70 /hour

LEVEL: 6

Under immediate supervision, is responsible for work of routine difficulty in the preparation and serving of meals, routine cleaning of facilities and laundry service.

**DUTIES AND RESPONSIBILITIES**

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

- Assists in the preparation of meals. Assists in the clean up of food preparation facilities.
- Performs necessary clean up of living and sanitary facilities. Assists in laundry service.
- Works shifts as assigned by appropriate authority.
- Follows all P.O.S.T. Orders 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

- Must have knowledge of food preparation, operation of the kitchen related equipment and good cleaning practices.
- Some work experience in food preparation.
- Ability to effectively communicate both verbally and with written reports.
- Must be able to maintain harmonious working relationships.
- 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.