



POSITION AVAILABLE

CAFETERIA TECHNICIAN

AP Rayne Head Start Center - Rayne, Louisiana

SALARY: \$14,535.95 annually; 7.24 hrs. per day

- QUALIFICATIONS:**
- Physically able to:
 - Do heavy lifting (up to 25 lbs. alone; 100 lbs. with assistance)
 - Withstand exposure to hot/ humid area of refrigerator coolers
 - Handles food carts and mop buckets
 - Ability to communicate, read, and write in English fluently to prepare needed reports, follow directions and use menus.
 - Ability to complete simple math problems involving addition and subtraction as indicated by a 50% or better score of Foods and Nutrition Services Test

HOW TO APPLY: If you are interested and meet the above requirements, pick up an application at the Head Start Central Office located at 800 North Western Avenue – Crowley, Louisiana. Submit an application by the end of the workday on **TUESDAY, APRIL 30, 2024**

**ACADIA PARISH SCHOOL BOARD HEAD START PROGRAM
JOB DESCRIPTION**

POSITION: CAFETERIA TECHNICIAN

REPORTS TO: Immediate Supervisor
Center Supervisor
Content Area Supervisor
Program Director

IMMEDIATE SUPERVISOR: Cafeteria Manager

CENTER SUPERVISOR: Site Supervisor

CONTENT AREA SUPERVISOR: Health/ Mental Health / Nutrition Specialist

PROGRAM SUPERVISOR: Head Start Director

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JOB GOAL: To assist in providing nutritious meals to Head Start children

DUTIES AND RESPONSIBILITIES:

1. Work at a pace and manner that is time efficient to complete all daily designated tasks in an allowed time scheduled.
2. Follow menu prepared by Registered Dietician.
3. Serve meals on time in a safe, sanitary and attractive way and serve correct size portions of food.
4. Dress according to Sanitation and Food Service regulations.
5. Maintain and clean equipment, kitchen and cafeteria facility, cooking and eating utensils and areas according to Sanitation regulations.
6. Prepare accurate records required for food amounts, food preparation, inventories, and breakfast, lunch and snack meal counts.

7. Store food efficiently.
8. Assist in keeping accurate count of the number of meals being served each day to children and staff.
9. Report all accidents or injuries to Cafeteria Manager and Site Supervisor.
10. Refer to documentation requiring special diets in the serving of modified diets as prescribed by physicians and documented by the Registered Dietician.
11. Assist Head Start Teachers with planned classroom cooking experiences whenever feasible.
12. Clean floors thoroughly after meals.
13. Prepare refreshments for parent meetings and children's birthdays as directed.
14. Attend all food service workshops, staff meetings, and other job related training as required.

GENERAL RESPONSIBILITIES:

1. Uses appropriate written and oral communication skills
2. Maintain regular attendance and punctuality
3. Works cooperatively with colleagues and other Head Start and agency personnel
4. Assists with securing in-kind and completing documentation
5. Attend and participate in meetings, committees and trainings as required
6. Follow established lines of authority and channels of communication
7. Adhere to School Board and Head Start Personnel Policies/ Procedures and Staff Handbook
8. Adhere to Standards of Conduct as defined in Head Start Performance Standards section 1302.90(c).
9. Report incidences of observed child abuse/ neglect as defined by Louisiana State Law 14-403.
10. Perform additional duties as assigned