

INCA Community Services

Job Description



Title:	Food Technician	Reports to:	Family Service Manager Nutrition Manager
Program:	HS/EHS	Status:	Non-Exempt/Full Benefits/ 40 hours a week/ 12 months
Reviewed:	11/2023, 2/2024, 03/2024		
Approved:	March 2018	Wage:	(see Salary Scale)

Benefits: Health, Dental and Life Insurance, Sick and Annual Leave, Retirement Program (401k), All paid holidays.

Job Summary:

Responsible for planning, preparing, and serving meals that meet the requirements of USDA and Head Start Performance Standards. Assure that reports are turned in accurately and in a timely manner to prevent non-reimbursement of CACFP funds or late fees.

Responsible for being part of the Early Head Start team providing appropriate learning experiences by implementing curriculum for infants/toddlers, and preschoolers in their care. Shall provide a safe environment and support child development and parenting. Provide daily activities and procedures per the Department of Human Services Licensing Standards and Early Head Start regulations.

This position has recurring access to a vulnerable population.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

Food Technician

- Responsible for the proper logging of meals served to children/adults for breakfast, lunch, and supplements.
- Responsible for cleaning the kitchen, dining room, hallway, and children's bathrooms.
- Responsible for the purchase of foods, keeping charges and receipts, and payments, working closely with the Nutrition Manager, utilizing cost-effective practices.
- Maintain inventory books for supplies on hand.
- Plan and prepare breakfast, lunch, and supplement according to the 30-day cycle menu and USDA regulations. Shall follow menus closely, although reasonable substitutions are permissible if posted.
- Staff and children share the same menu, the exception being that of a medical or special dietary restriction. (Proper documentation must be provided.)
- Assure that initial serving and CACFP components/serving size requirements are met.
- Responsible for getting meals prepared at the time reflected on the daily schedule to ensure proper food temperatures are maintained.
- Responsible for CACFP (child-adult care food program) Food Production Records/Menu as Served book documentation maintained.
- Maintain cleanliness of kitchen area, equipment and food storage areas.
- Effective hair restraint, proper hand washing procedures, and dress code are maintained. Wear a hair covering and disposable gloves during the meal service, preparation, and serving.
- Responsible for maintaining proper freezer/refrigerator temperatures.

- Implement family-style meal service and share the same meal to the extent possible to assist with socialization.
- Encourage children to foster independence by allowing opportunities to carry their trays, assisting in table setting, serving themselves seconds, etc.
- Assure cleaning solvents and hazardous items are stored so that they are inaccessible to children in a manner that prevents contamination of food.
- Responsible for data collection, analysis and reporting as required by CACFP guidelines.

Early Head Start Duties

Be part of the Early Head Start Team and assist when needed to:

- Provide responsive care for children. Respond to children’s needs promptly and positively.
- Implement curriculum for children in care providing safety, supporting development, and parenting.
- Establish a relationship with each child to ensure trust and emotional security.
- Follow consistent routines (ex: feeding, diapering, toileting, teeth brushing, and napping).
- Assist children in playing games, art activities, and transitioning from area to area.
- Ensure safe environments (classroom, center, restrooms, kitchen and playground)
- Observe and monitor children’s play inside and outdoors.
- Assist staff with meals and snacks including family-style meals:
 - Preparing meals and snacks according to the current menu.
 - Sterilizing bottles and preparing formulas.
- Assist staff with preparing classroom materials when requested.
- Clean and sanitize equipment and learning materials.
- Helps ensure classrooms comply with the Early Head Start Performance Standard
- Helps ensure classrooms comply with Oklahoma State Child Care Licensing Requirements for Child Care Centers.

General Duties:

- Attend work punctually and regularly to provide consistency of service;
- Responsible for reporting absences and ensuring substitutes can be secured to work to meet staff ratio;
- Attend upon request all staff and other appropriate meetings, training, and conferences some of which may require out-of-town travel and evening/overnight attendance;
- Follow Agency personnel policies as established by the Board;
- At all times maintain a professional attitude and respect for parents, children, and staff.
- Ensure confidentiality of all records and information;
- Demonstrate commitment to mission, values, and policies in the performance of daily routines;
- Perform other program-related assignments as designated;
- Present a positive image of the agency to members of the community.

Supervisory Relationships:

Works under the direct supervision of the Family Service Manager and the Nutrition Manager. Accountable to the Head Start Management Team, Head Start Director, Executive Director, Board of Directors, and Policy Council.

Knowledge and Skills:

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

- Ability to read, interpret and implement program guidelines efficiently and effectively;
- Ability to measure accurately, keep records of food used and needed;
- Knowledge of the prevention of foodborne diseases and illness and good health practices in the handling, preparation and storage of food;
- General knowledge of food groups and requirements for age group served;
- Able to use internet, e-mail, website and do light data entry process;

- Maintain confidentiality of work with tact and discretion;
- Communicates tactfully with the public, parents, children and staff.
- Follows oral and written instructions.
- Interprets and makes routine decisions in accordance with agency policy.

Qualifications:

Education:

- GED or High School Diploma required.
- **Once hired must:**
 - Complete ELCCT during first year (entry-level child care training) (licensing h:2) and complete 20 hours CECPD approved training with no more than 6 hours informal training per Appendix FF. Oklahoma Professional Development Ladder;
 - Obtain Food handlers and OSDE Connect (Civil rights training, food buying guide)
 - Attend all courses related to Nutrition and Child Development provided by the agency. Encouraged to obtain Child Development Accreditation (CDA).
 - Annually meet Department of Human Service (DHS) training requirements.

Experience:

- Preferred - Cooking experience for groups of 20 or 30.
- Consideration given for school cafeteria, restaurant or other professional kitchen experience.

General:

- Valid Oklahoma driver’s license
- Reliable transportation with liability insurance,
- Character references
- Must pass:
 - Physical,
 - Pre-employment drug testing
 - Criminal Background check including:
 - NSOPW (national sex offender)
 - Child Care Restricted Registry (Joshua’s List)
 - FBI fingerprint-based criminal history as required of the ODHS

Physical Requirements: Employee must be able to:

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.

- Must be able to perform the essential functions of the job with or without reasonable accommodations.
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 60 pounds to waist height;
- See and read a computer terminal and printed matter with or without vision aids;
- Hear and understand speech at normal levels and on the telephone with or without hearing aids;
- Speak so that others may understand at normal levels and on the telephone;
- Operate a motor vehicle;
- Working with both hands and arms;
- Grasping;
- Work in a busy, noisy and sometimes stressful environment.

INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER

Acknowledgment: I acknowledge receipt and understand the contents of this job description.

Signature of Employee:		Date:	
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INCA Community Services, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, INCA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts INCA's right to assign or reassign duties and responsibilities to the job at any time.