

# Food Service Technician Job Description

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## **Duties and Responsibilities:**

- Responsible for the appropriate handling and storage of all food and supplies; always follow regulations regarding the proper techniques for food handling
- Maintain a clean and sanitary work space at all times in the kitchen and dining areas following established schedules, prescribed methods, and established standards
- Ensure accurate meal portioning utilizing correct serving utensils
- Responsible for temperature and sanitation checks and document checks as required by law
- Ensure continual/ongoing dishwashing practice following sanitation expectations or standards at all times
- Operate a cash register and make change accurately and efficiently
- Collect, wash, and sanitize all pots, pans and utensils
- Maintain cleanliness of all utensils, dishes, service wares, all fixtures, walls, floors, tables, vents and lights as required by established schedules and prescribed methods
- Stack clean flatware and trays on carts and deliver to appropriate production or distribution areas within Food Services
- Responsible for stocking dish room with chemical and cleaning supplies
- Polish stainless steel, countertops, shelving and equipment
- Keep Dish Return Window free of soiled trays
- Adhere to safety procedures in operating kitchen equipment
- Follow a prescribed cycle in emptying trash containers
- Assist in cleaning spills that are observed or requested
- Maintain assigned equipment for cleanliness and carry out repairs when needed
- Promote team work on a daily basis, communicate and report problems and concerns to the Manager

- Maintain a safe environment by following Serve-Safe standards
- Support supervisor in maintaining adequate inventory of food and supplies
- Apply proper care with table service and equipment, checking for breakage, etc. prior to storing them.

## **Food Service Technician Requirements – Skills, Knowledge, and Abilities**

- Education: To work as a food service technician, you require a minimum of High School Diploma or GED
- Certification: ServSafe certification and State appropriate sanitation certification may be required
- Knowledge: A food service technician requires the ability to operate kitchen equipment, knowledge of food groups and ability to read and understand menus
- Knowledge of food preparation and experience in serving, chilling, and producing breakfast, lunch, dinner with snacks may be required
- Experience in cooking from scratch; temperature experience, measurements and health codes
- Ability to meet and maintain proper sanitation requirements
- Ability to organize work; knowledge of commercial food sanitation policies and procedures
- Ability to operate a computerized cash register may be required, and is a plus to the individual
- Basic Math skills: The ability for food service technicians to perform basic arithmetical or mathematical calculations is essential. They require this skill to effectively and efficiently make appropriate change to customers
- Communication skills: The food service technician job description requires them to make documentations and engage with customers, and teach proper serving, food handling and presentation skills; it is important that they possess verbal and written skills to be resourceful on the job
- Customer service skills: They need this skill to effectively carry out customer support duties

- Organizational and time management skills: Work in the kitchen is usually very fast, hence to cope the fast-paced environment, it is important that food service technicians are highly organized, can prioritize assignments effectively, and manage tasks wisely
- Physical dexterity: They should be able to assist in lifting up to 50 lbs, and to stand for long periods of time.