

**CHILDREN'S SERVICES DIVISION
THE Arc CADDO-BOSSIER
JOB DESCRIPTION**

Food Tech Coordinator (Part-time)

PREREQUISITE SKILLS:

- Must be 21 years of age or older.
- Documentation of satisfactory criminal record check per LA. R.S. 15:5871.
- Documentation of three (3) references prior to employment and known in the community to be of good reputation.
- Must have a high school diploma.
- Satisfactory certification of Community CPR prior to employment.
- Must provide health records including TB test, and documentation of good health and physically able to care for children and every 3 years thereafter.

FUNCTION: To be responsible for coordinating Children's Division meals/snacks and activities in the cafeteria and anywhere else meals/snacks will be provided. Will be responsible for all planning menus and then ordering, receiving, and purchasing all foods and products.

To act as "hostess" for the Division in accommodating other divisions when other events and activities are in the cafeteria or involve meals/snacks.

REQUIREMENTS:

- To satisfy all pertinent staff requirements as specified by licensing and the Department of Education and The Arc of Caddo-Bossier's Core, Policy & Procedure, and Children's Services Manuals.
- To perform specific duties listed in addition to any related tasks as required by the Coordinator of Center-Based Services and the Director of Children's Services.
- To demonstrate an attitude of cooperation with and respect for all guests, children, parents, families, and co-workers while fulfilling your daily responsibilities.
- To respect all children in the program and their family's right of confidentiality.

SPECIFIC DUTIES:

- Plan daily menus including snacks for The Goldman School and EHS.
- To order, receive and purchase all foods and products for meals/snacks.
- To oversee the cooking of meals/snacks
- To oversee the cleaning of the kitchen and cafeteria

- To oversee the schedule of the kitchen and cafeteria when being used by other divisions.
- To provide clerical support and monitoring of CACFP in developing menus, purchasing of food, and keeping menu records and enter information into computer and transmit monthly report to the state.
- Also, at the end of each month print a time sheet for the whole month from ProCare for the Food Tech and place the copies in the CACFP monthly file.
- To perform all other duties required by CACFP, i.e., maintain files (receipts, inventory, free lunch sheets, etc.), training of kitchen staff, and quarterly monitoring of program, fill out, and submit annual CACFP application, etc.
- Plan, purchase, and prepare and serve lunches for various Arc board meetings, committee meetings, and other functions.
- To maintain record of purchase orders, ordered office supplies, coded orders/receipts and deliver paperwork to the business office.
- To be available upon request to help in any capacity needed; Secretary/Receptionist; Housekeeping; etc.
- To cooperate with other office personnel in providing Division services as directed.

SUPERVISORY RESPONSIBILITIES: Kitchen Staff

CALENDAR FOLLOWED 242 days

RESPONSIBLE TO: Director of Children's Services

Date

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