California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☒CURRENT
☐PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Food Service Technician I	Food Service Technician I

BRANCH
Building Educational Success Together Branch

DIVISION	OFFICE
State Special Schools and Services Division	California School for the Deaf, Riverside

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
R15	2		205-201-2194-003	Riverside

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
6 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
In-Office	Yes	No

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under direct supervision of the Supervising Cook I, the Food Service Technician I (FST I) follows sanitary and safety foodservice methods to serve meals; prepare and dish up cold food items & beverages; assist cooks in food preparation for cooking; clean and sanitize foodservice equipment, dishes, utensils, pots & pans; and maintains serving and work areas clean and sanitized. Loads, transports, stores and delivers food, supplies and equipment.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

Supervising Cook I, may also receive direction from Director of Dietetics, Cook Specialist, and FST II.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Working in the kitchen & cafeteria environment with standing and walking 100% of the job. Follow safety and sanitary procedures to use basic kitchen equipment for food preparation/service and chemicals for cleaning and sanitizing dishes, equipment, and work areas. Requiring lifting up to 35 lbs to load, transports, store and deliver food, supplies and equipment.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 30	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Clean and sanitize food service equipment, utensils, dishes, cups and saucers using dish washing machine. Wash pots and pans to be sanitized in three-compartment sinks. Launder dirty towels. Clean and maintain work areas, including sweeping, mopping floors, clean doors and windows, and deep cleaning tables, chairs and equipment.

Relative % of Time Required: 25	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Pre-plate lunch tray for preschool students. Serve three meals using the appropriate utensils as indicated on the production sheets for portion control and to meet requirements of Child Nutrition Program. Replenish food items at the salad bars.

Relative % of Time Required: 20	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Works in a weekly "rotating" assignments: #1- Dining room server (Dish-up), #2- Dish room worker (Washer),#3- Dining room worker (Window). #4- Dish room worker (Catcher), #5- (Dish Belt), #6- (Floater). Arrange and set-up serving line for hot and cold foods. Set-up plates, utensils, silverware, condiments etc. for serving lines and salad bars. Replenish food & supplies for the next day. Deliver foods and supplies to health services as needed

Relative % of Time Required: 20	☒ Essential Function	☐ Non-Essential Function

Duties Performed

Preparation of cold food items such as washing and cutting fruits and vegetables for salad bar, opening and dishing up canned fruits, pre-plating desserts and preparing cold sandwiches & snacks for meals and field trips. Assist cook in food preparation as needed.

Relative % of Time Required: 5	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Load, transport, store and deliver food, supplies and equipment and performs periodic deep cleaning of work space, as needed. Provides coverage and performs other duties as assigned.

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

- Understand school's mission and be part of a team to accomplish departmental goals.
- Knowledge of general food safety and common food handling practices.
- Experience in preparation and/or serving foods and beverages.
- Ability to follow direction and keep simple records.
- Ability to work independently and as part of a team.
- Practice punctuality, good attendance and follow good personal hygiene practices.
- Knowledge of American Sign Language (ASL) or willingness to learn.
- Shall create and promote an equitable and inclusive workplace where diversity is celebrated and valued.
- Understand and adhere to all policies & procedures related to Mandated Reporting of Suspected Child Abuse and Dependent Adult Abuse.

PERSONAL CONTACTS

The Food Service Technician I may have contact with various levels of staff across department, external agencies, vendors, and stakeholders.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor