

Arkansas Department of Career Education
FOOD PREPARATION TECHNICIAN Job Vacancy Announcement
Recruitment Period: October 10, 2016 through October 21, 2016
Position Number: 22081476 Class Code: S089C Grade: C102
Entry Level Salary: \$16,640.00

The Arkansas Career Training Institute (ACTI) is recruiting for a/an FOOD PREPARATION TECHNICIAN position. The Food Preparation Technician is responsible for food preparation, service, and storage. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Food Service Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached FOOD PREPARATION TECHNICIAN Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., October 21, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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FOOD PREPARATION TECHNICIAN Functional Job Description

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Position Summary

The Food Preparation Technician is responsible for food preparation, service, and storage. This position is governed by state and federal laws and agency/institution policy.

Education and Professional Work Experience

The ability to read, write, and follow oral and written instructions; plus six months of experience in institutional cooking, or related field. Must possess a State Health Certificate. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Job Duties and Responsibilities

Participates in food preparation activities by cleaning, cutting, or peeling vegetables and/or fruits, making sandwiches, opening canned foods, brewing coffee and tea, and pouring beverages. Replenishes table items and condiments, arranges and restocks salad, dessert, and/or buffet items, sets up serving lines with hot/cold foods, and fills beverage dispensers. Serves from serving line, prepares and/or transports food trays, and serves food for special events or meetings. Packs food, dishes, utensils, tablecloths, and accessories for transportation from catering or food preparation establishments to and from on-site locations, as designated. Ensures cleanliness and functional facility operation by cleaning kitchen, storage and dining areas, by sweeping, vacuuming and mopping floors, washing appliances, tables, chairs and windows, operating dishwasher and disposing of trash and garbage. Performs other duties as assigned.

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Job Duties and Responsibilities continued

Can operate dish machines to company and manufacturer specifications.

Use proper measurements of detergent and sanitizer in the dishwashing machine as well as the dish room and pot room of all chemicals.

Inspects washed dishes, glassware, silverware, pots, pans, food service equipment and utensils, etc. and place clean ones in storage for next use.

Empty trash cans and remove garbage to waste collection.

Reset the dining room following each meal.

Sweeps and scrubs the department floors daily.

Breaks down, cleans and sanitizes the dish machine and/or pot room at the end of each shift.

Keep work, storage and common areas clean and organized.

Assist in the unloading and storing of food and non-food items from supply trucks as requested by Supervisor. Stock dining room area supplies and paper towels throughout the department.

Deep clean kitchen equipment, sinks, floor mats and garbage cans as directed.

Perform additional duties, although not detailed, as requested by Supervisors.