



DALLAS COUNTY JOB DESCRIPTION

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|--------------------|-------------------------|-------------------|-----------|-------------------|------|
| Job Title: | Bulk Food Technician | Job Code: | 4012400 | Job Grade: | 07 |
| Reports To: | Food Service Supervisor | Pos. No: | See Below | SIC Code: | 9223 |
| Department: | Sheriff's | Loc. Code: | 0522172 | FLSA Code: | N |
| | | | | WC Code: | 8810 |
| Division: | Food Service | CS Code: | A | EEO Code: | G11 |

Summary of Functions: Monitors the assembly of meal trays, placement of trays in carts, and cleaning and sanitation of the kitchen. Works under direct supervision, following established procedures to accomplish assigned duties and responsibilities.

Management Scope: N/A

| Duties and Responsibilities: | % of Time | Essential Non-essential |
|---|------------------|------------------------------------|
| 1. Monitors the cleaning of the kitchen and tray production area, in accordance with the Texas Department of Health Food Establishment Rules. | 25% | E |
| 2. Monitors the tray line, loading of carts and beverage preparation. | 20% | E |
| 3. Reviews tray line to ensure smooth and continuous flow of meal tray preparation and related activities. | 20% | E |
| 4. Reviews menu and pre-pre sheets. | 05% | E |
| 5. Checks to ensure that food is pre-prepped in the correct amount, ensures adequate food quantity prior to start of tray assembly and ensures temperature of foods are within established guidelines. Reports shortages or discrepancies to manager or training officer. | 05% | E |
| 6. Conducts pre-service meetings with inmate workers. Reviews job assignments and demonstrate proper portions of all items being served. | 05% | E |
| 7. Sets up tray assembly area and issues correct portioning utensils. | 05% | E |
| 8. Completes production paperwork and submits to manager. | 05% | E |
| 9. Reviews menu for the next day; completes pre-prep sheets. Checks to ensure that required food and supplies are in inventory. Reports shortages or discrepancies to the manager or training officer. | 05% | N |
| 10. Performs other duties as assigned. | 05% | N |

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. One (1) year experience in food service or food service related background or 15 hours of college or a combination of the two.

Special Requirements:

Must obtain and maintain a Texas Department of Health Food Protection Management Certification.

Physical/Environmental Requirements:

May require prolonged standing. Works 8-hour shifts covering 7 days/week 24 hours/day with nonstandard weekends and holidays. Works inside the jail. May be required to lift heavy cooking utensils. Combative/hostile inmates. Requires successful completion of a polygraph and extensive background investigation.

Position Numbers:

1961, 1962, 1971, 4418.

Point Factor:

HS12=100, E1=10, VM2B=15, PD2C=25, WH2B=30, WE2C=20, IC1C=25, DL1=5, PS1=10, RE1A=5, SF1A=5, TTL: 250.

Supervisor's Signature _____ Date _____

Reviewed by Human Resources/Civil Service: TE 05/01/2002

Approved by Civil Service Commission: 08/16/99
