

## Lunchroom Technician Job Description

**Position Title:**

Lunchroom Technician

**Location:**

Assigned school

**Evaluated by:**

Lunchroom Manager, Principal, Superintendent

**Duties and Responsibilities:**

1. Be cordial to all employees and students.
2. Attend professional development as appropriate.
3. According to FERPA, keep all student personal, academic, and behavioral information confidential.
4. Read and follow Richland Parish's *Policy & Procedures* (available in principal's office).
5. Maintain quality food preparations according to established recipes and nutrition regulations.
6. Maintain equipment and facilities in operating condition and report needed repairs to Lunchroom Manager.
7. Dress appropriately. (closed heeled shoes/no revealing clothing).
8. Perform all other duties as required.
9. Practice safe job practices.
10. Report any facility safety hazards to Lunchroom Manager.

**Qualifications:**

- Satisfactory score on California Achievement Test
- Minimum age 20 years
- Criminal record check upon employment

**Terms of Employment:**

9 months

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Lunchroom Technician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date