

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title:	FOOD SERVICE WORKER (COOK)	Adopted 6/26/2024
Reports To:	Assigned administrator/supervisor	
Job Objective:	Prepares and serves meals. Performs additional food service duties as directed.	
Minimum Qualifications:	<ul style="list-style-type: none"> • Available to work a non-traditional schedule and irregular hours when needed. • Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.) • Maintains a record free of criminal violations that prohibit public school employment. • Meets all education/training requirements described in the USDA Professional Standards Rule for School Nutrition Employees. 	
Preferred Attributes:	Approachable, conscientious, and self-assured.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	
Essential Functions:	<p>1. Prepares/serves food. Helps maintain an orderly/sanitary kitchen. Performs ancillary duties that support the effective delivery of quality food services.</p> <ul style="list-style-type: none"> • Accounts for all meals served. Prepares a daily record of receipts and unpaid charges. Resolves discrepancies. Counts money. Prepares deposits. • Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc. • Complies with USDA child nutrition guidelines. • Complies with health and food safety regulations (e.g., hazard analysis critical control point principles, portion size, sanitation procedures, temperature controls, etc.) • Ensures leftover food, supplies, and equipment are stored properly. • Ensures money is exchanged correctly and cash is not left unattended. • Follows established sanitization procedures to properly clean items that require hand washing. • Follows published menus. Uses standardized recipes to maintain quality control. • Helps with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed. • Operates the cash register and/or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. • Operates the dishwasher. Verifies sanitization cycles are completed properly. • Protects the privacy of free and reduced-price meal information. • Replenishes food to maintain an orderly flow of customers. Provides alternate menu items as needed. • Sets up serving lines. Gives attention to the attractive presentation of food. • Submits records as directed. • Uses products carefully to reduce waste. Records food usage on production records. Works with staff to address the needs of students with dietary restrictions. 	

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

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