

Pike-Delta-York Local School District
Vacancy Notification

District Cafeteria Worker

The Pike-Delta-York Local School District, in Delta, Ohio, is seeking an individual to work as a District Cafeteria Worker (part-time).

Position: District Cafeteria Worker
187-day contract, 2.5 hours per day

Qualifications: The successful candidate must be a self-starter; excellent organizational skills and communication skills; the ability to apply critical thinking skills; great time management skills; and the ability to multi-task.

The successful candidate will be mindful of student and employee safety.

Must be customer oriented.

An interview process will take place to determine the best candidate for the position.

Successful candidates must have the ability to provide an acceptable BCI/FBI background check.

Pay & Benefits: Per negotiated agreement.

Deadline: September 30, 2021

To apply: Provide the following credentials:

1. A signed Letter of Introduction with experiences
2. Copies of applicable certification and training.
3. A list of three reference contacts outside of the Pike-Delta-York Local School District (Name, phone number, and relationship).
4. Completed Classified application found at: pdys.org/careers

Mail or e-mail credentials to:

Human Resources
Pike-Delta-York Local School District
504 Fernwood Drive
Delta, OH 43515

Jobs@pdys.org

PIKE-DELTA-YORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FOOD SERVICE WORKER**

File 803

Reports to: Assigned administrator/supervisor

Job Objective: Prepares and serves meals. Performs additional food service duties as directed.

Minimum Qualifications:

- High school diploma or GED. Work skills verified by training and/or work experience.
- Successfully completes annual continuing education/training as described in the USDA Professional Standards Rule for School Nutrition Program Employees.
- Consistently performs accurate math calculations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Exhibits basic computer proficiency or commitment to acquire job-related technology skills.
- Maintains a record free of criminal violations that would prohibit public school employment.

Physical Demands: Duties require lifting/moving materials weighing up to twenty-five pounds, operating commercial kitchen equipment and performing repetitive tasks.

Board bylaw requirement: Employees shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district. Employees are required to serve as a role model for students in how to conduct themselves as citizens and as responsible intelligent human beings. Employees have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Essential Functions:

1. Prepares/serves food. Helps maintain an orderly/sanitary kitchen. Performs ancillary duties that support the effective delivery of quality food services.

- Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.
- Follows published menus. Uses standardized recipes to maintain quality control. Complies with USDA child nutrition guidelines. Uses products carefully to reduce waste. Works with staff to address the needs of students with dietary restrictions.
- Requests timely replacement of supplies to avoid work interruptions.
- Complies with health and food safety regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, temperature controls, etc.).
- Sets up serving lines. Gives attention to the attractive presentation of food. Replenishes food to maintain an orderly flow of customers. Provides substitute menu items as needed.
- Operates the cash register or point-of-sale (POS) system. Follows district guidelines for personal checks/charges. Ensures money is exchanged correctly and cash is not left unattended.
- Protects the privacy of free and reduced-price meal information.
- Prepares accurate records. Accounts for all meals served. Prepares a record of charges collected. Records unpaid charges daily. Reconciles discrepancies. Submits required paperwork on time.
- Counts money. Reconciles, prepares and makes bank deposits. Submits records as directed.
- Operates the dishwasher. Verifies sanitization cycles are completed properly.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
- Follows established sanitization procedures to properly clean items that require hand washing.
- Ensures leftover food, supplies and equipment are stored properly.
- Helps prepare for health/safety inspections. Learns how to operate fire/safety equipment.
- Assists with district special events and non-school use of food service facilities as directed.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.
- Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.

3. Maintains open/effective communications.

- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

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

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

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

- Helps implement workplace initiatives that advance organizational goals.

Working Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

Performance Evaluation:

Employee performance is evaluated according to board policies/regulations, administrative guidelines/procedures, current negotiated agreements and applicable law. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. This document is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.

The district offers equal opportunity employment without regard to race, color, national origin, ancestry, religion, sex, age, disability, military status and any other legally protected category.

[Return to top](#)