

Ridgemont Local School District

Brian Hogan, Superintendent

Melissa Pollom, Treasurer

POSTING

Open Position

The Ridgemont Local School District is accepting applications for the following position for the 2024-2025 school year:

Position:	Cafeteria Cook - PK-12 Building- Food prep, serving, cleaning, and general cooking
Qualifications:	Cashier experience, previous food service experience, Pay Schools software a plus, general food preparation experience, lifting, sweeping, mopping, cleaning etc. BCI and FBI Fingerprint Test
Employment:	Position will be 3 hours per day 180 days per year Assistant Cook reports to the Food Service Manager, Food Coordinator, Principals, and Superintendent
Application Deadline:	May 24, 2024
Apply to:	Candidates can email Food Service Coordinator, Mrs. Bev Wasserbeck- bev.wasserbeck@ridgemont.k12.oh.us

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RIDGEMONT LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Title: ASSISTANT COOK/CASHIER
File 803

Reports to: Assigned administrator/supervisor

Job Objective: Prepares and serves meals.

Minimum · High school diploma. Work skills substantiated by training and/or relevant work experience.

Qualifications: · Successful completion of current health, safety and nutrition certification is required.
· Ability to perform physically demanding work that includes lifting and moving heavy items.
· Ability to prepare standardized recipes using commercial kitchen equipment.
· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
· Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
· Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
· Maintains a record free of criminal violations that would prohibit public school employment.
· Meets all mandated health screening requirements.

NOTE: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Essential · **1. Prepares/cooks food. Performs ancillary duties that facilitate the effective delivery of high-quality food services.**

Functions: Works effectively with limited supervision. Performs tasks efficiently to meet deadlines.
· Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.
· Follows published menus. Complies with USDA child nutrition guidelines. Works with staff to address the needs of students with dietary restrictions.
· Uses standardized recipes to maintain quality control. Uses products carefully to control costs/reduce waste. Measures, weighs and adapts recipe ingredients accurately. Records food usage on production records. Notifies a supervisor about the need to replenish supplies.
· Monitors compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
· Sets up serving lines. Gives attention to the attractive presentation/serving 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 that money is exchanged correctly and cash is not left unattended.
· Uses the list provided by the food service supervisor to verify free and reduced-cost meals.

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- Accounts for all meals served. Prepares a separate record of charges collected. Records unpaid charges at the end of each day. Reconciles shortages.
- Counts money. Reconciles and prepares bank deposits. Submits records as directed.
- Verifies cleaning/sanitization cycles are completed properly.
- Follows established sanitization procedures to properly clean items that require hand washing.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
- Ensures that leftover food, supplies and equipment are stored properly.
- Helps prepare for health and safety inspections. Learns how to operate fire/safety equipment.
- Reports personal injuries that require treatment to a supervisor.
- Assists with special district events and non-school use of food service facilities as directed.
- Protects district property. Secures equipment/storage areas as directed.

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

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Cross-trains with other food service staff. Attends meetings/in-service programs as directed.
- Keeps current with advances in technology associated with work assignments.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps supervisors manage/eliminate risks.

- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem. Follows district protocol and state law to deal with bullying, discrimination, inappropriate behavior, and suspected child abuse/neglect.

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

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working

Safety is essential to job performance. Employees must exercise caution and comply with

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Conditions: standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment over 30 pounds.
- Operating and/or riding in a vehicle.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.

Performance Job performance is evaluated according to policy provisions and contractual agreements adopted

Evaluation: by the Ridgemont Local School District.

The Ridgemont Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.