



Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Paula Crew
Superintendent

Denise L. Robinson
Treasurer

ANNOUNCEMENT OF VACANCY FOR THE 2024-2025 SCHOOL YEAR

Child Nutrition Employee 10:30 am - 1:30 pm New Carlisle Elementary School

Posting Date

April 11, 2025

Application Deadline

When Filled

Beginning Date

April 16, 2025

Qualifications: High School Diploma or equivalent;
Math Skills;
Previous food service experience preferred;
Serve Safe certified, preferred;
Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures;
Must pass BCI/FBI Criminal Background Check;
Demonstrates a sincere desire to aid all students; and
Good health, high moral character, and good attendance.

Required Application Materials: Letter of interest;
Current Resume;
District classified application form;
Signed criminal history check authorization form; and
Signed release of employment information authorization form.

Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews. Internal applicants need only submit a letter of interest and a current resume.

Mail or deliver the requested materials to: Mrs. Paula Crew, Superintendent
9760 W National Road, New Carlisle, Ohio 45344
Phone: (937) 845-3576
Email: paula.crew@tecumsehlocal.org

The Tecumseh Local School District is an Equal Opportunity Employer

Learning for All ~ Whatever it Takes!

TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FOOD SERVICE WORKER**

File 805

Reports to: Head Cook/Building Manager and Food Service Supervisor

Job Objective: Performs a variety of duties that support the effective delivery of quality food services.

Minimum • High school diploma or GED.

- Qualifications:** • Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and all board policies.
 - Self-directed, congenial disposition, and strong diplomacy skills.
 - Ability to prepare standardized recipes using commercial kitchen equipment.
 - Ability to comply with nutrition, health, and safety laws/regulations.
 - Ability to accurately measure, weigh, and adjust recipe ingredients.

Essential The following are typical work responsibilities. A reasonable accommodation may be made to
Functions: enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Carefully uses products and supplies to control costs and reduce waste. Advises a supervisor about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Prepares/cooks food as directed. Complies with district specifications and mandated food service regulations (e.g., hazard analysis critical control points, portion size, sanitation procedures, etc.).
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Sets up serving lines. Serves customers. Replenishes supplies. Substitute menu items as needed.
- Operates the cash register as directed. Ensures that money is exchanged correctly. Monitors students to help maintain orderly behavior. Does not leave the cash register unattended.
- Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Operates the dishwasher. Hand washes large cookware (e.g., pots, pans, trays, cutlery etc.).
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, etc.
- Stores leftover food, kitchen supplies, and equipment. Secures storage areas as directed.
- Helps with special district events (e.g., catering, banquets, etc.).
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Helps prepare for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities The following personal characteristics and skills are important for the successful performance
Required: of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.

- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly.
- Duties may require differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general duties 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, and other unforeseen events. Rev. 10/04