

PLEASE POST
The Elyria City Schools
VACANCY NOTICE
Classified Position

DATE: MARCH 31, 2017

POSITION: GENERAL FOOD SERVICE – SCHOOL YEAR 2017-2018
BREAKFAST MONITOR

LOCATION: WESTWOOD MIDDLE SCHOOL
2.25 hrs. per day/187 days per yr. [5:45 a.m. to 8:00 a.m.]

BASE RATE: \$11.49 per hr. Schedule 1-A

ROLE OBJECTIVE: To maintain a system of breakfast distribution, supervision and accurate cash and meal ticket receipts and distribution, in accordance with designated procedures, and in support of the educational program and all related activities.

PRIMARY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Responsible for table setup in the breakfast room and removal and storage following breakfast period.
- Performs the setup and breakdown of the food service line.
- Serves breakfast to students and staff exercising portion control.
- Provides assistance to students as appropriate. This will include but not be limited to: opening containers, providing spork kits, etc...
- Performs routine cleaning of tables and floor area during breakfast period.
- Maintains all required records including cash deposits, and the daily meal and cash report and forwards to Central Kitchen.
- Responsible for ordering all serving lines supplies as needed.
- Maintains a clean, organized and safe work area.
- Transports breakfast debris to designated pick-up point.
- Reports all student-related behavior issues and concerns to the Principal or designee, in accordance with building procedure.
- Provides knowledge and support to new building employees within the classification.
- Interacts with students, staff, parents and other community members in a positive and professional manner.
- Participates actively in meetings, activities and in-service training opportunities and utilizes information received to improve performance.
- Communicates appropriately with building and central office administrators and staff, co-workers, supervisors, students, parents and the public.
- Performs such other functions as directed by the supervisor as previously performed from time to time, such other functions that are reasonably related to the employee's responsibilities.

KNOWLEDGE/SKILLS/QUALIFICATIONS/CERTIFICATION:

- High School Diploma or equivalent.
- Successful completion of Ohio and FBI background checks.

AVAILABLE: Upon Board Approval

DEADLINE: If you are interested in the above position please complete an application online at www.elyriaschools.org under Job Postings OR a bid sheet in the Human Resources office no later than **4:00 p.m., MONDAY, APRIL 10, 2017.**

“AN EQUAL OPPORTUNITY EMPLOYER”