



Milford Exempted Village Schools

Board of Education

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www.milfordschools.org

JOB POSTING

EQUAL OPPORTUNITY EMPLOYER

PLEASE POST NOTICE IN BUILDING/DEPARTMENT

Posting date: 7-7-2016

The Milford Board of Education hereby acknowledges the following Nutrition Services positions will be available to qualified applicants for the 2016-17 school year:

One (1) FSWIV Transporter, 3.5 hrs., Milford High School,

One (1) FSWII Cashier Position, 2.5 hrs., St. Columban

One (1) FSWII Position, 5.5 hrs., Wyoming High School

*see attachment for job description, salary schedule and Milford calendar.

Applications for these positions must be completed online. From the district website home page, click on Employment Opportunities located on the left side of the home page and this will bring you to the Employment Opportunities page where you will see all the vacancies listed and also see where to begin your Applitrack application. *If you have already completed the online application, you will still need to go on Applitrack and "apply" for this specific posting.*

If you are presently employed by the district and interested in one of these positions, or if you have questions not addressed in the job description, salary schedule and calendar please contact Gerry Levy by email at levy_g@milfordschools.org.

The Milford Exempted Village School District Board of Education is an equal opportunity employer and will treat each applicant for the position fairly.

Application deadline is Wednesday, July 13, 2016 at 4:00 PM.

MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: **Food Service Worker IV/Money & Mail Transporter**

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Positive attitude and approach to performing duties.
3. Good character and morally above reproach in contact with fellow workers, administrators, teachers and students.
4. Capable and willing to interact with students and work one on one with them.
5. Neat, clean and well groomed as conducive to food handling and health standards.
6. Valid driver's license; able to drive equipment safely and in accordance with safety laws.
7. Must be bondable.
8. Ability to work effectively and cooperatively with others.
9. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
10. Effective, active listening skills.
11. Organizational and problem solving skills.
12. Ability to work quickly and efficiently.
13. Training in the proper care and storage of chemicals, e.g., OSHA training.
14. Ability to read and understand verbal and written instructions, written warnings and labels.
15. Basic math skills.
16. Knowledge of basic first aid and the Heimlich maneuver.
17. Occasionally work evenings/weekends/summers and additional hours.
18. Frequently stand during an assigned workday; tolerate exposure to loud noises and repetitive hand motions; and be able to lift, push and pull various foodstuffs up to a maximum of 50 pounds.
19. Such alternative to the above qualifications as the Administration may find appropriate.

REPORTS TO: Director of Food Service

PERFORMANCE RESPONSIBILITIES:

1. Operate Food Service vehicle to pick up and deliver Food Service receipts, monies & mail in accordance with the planned route schedules as assigned by the Director of Food Service.
2. Clean and maintain vehicle; notify the Director if service of equipment is necessary.
3. Pick up cafeteria receipts and deposit at the depository bank.
4. Process change orders at the bank and deliver to the schools.
5. Adhere to strict security procedures to safeguard Food Service money.
6. Load and unload transport vehicles.
7. Work cooperatively with all other food service employees.
8. Adhere to rules of appropriate personal hygiene and dress.
9. Ensure the safety of students and exercise care and safety in performing job duties; report any unsafe conditions.
10. Attend meetings and in-services as required.
11. Follow the rules, regulations, and policies of the school lunch program and maintain respect at all times for confidential information (free and reduced lunch students).
12. Interact in a friendly, helpful manner with students, staff and visitors; assist with questions and requests; report customer complaints.
13. Perform other duties as assigned by Director of Food Service.

Revised: January 2005, April 2011

MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: **Food Service Worker II/ Cashier**

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Must be bondable and able to efficiently and quickly operate a cash register, count money and make change.
3. Good character and morally above reproach in contact with fellow workers, administrators, teachers, students and visitors.
4. Capable and willing to interact with students and work one on one with them.
5. Neat, clean and well groomed appearance.
6. Valid driver's license.
7. Ability to work effectively and cooperatively with others.
8. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
9. Effective, active listening skills.
10. Organizational and problem solving skills.
11. Ability to work quickly and efficiently during lunch periods.
12. Training in the proper care and storage of chemicals, e.g., OSHA training.
13. Ability to operate a cash register.
14. Ability to read and understand verbal and written instructions, written warnings and labels.
15. Basic math/bookkeeping skills.
16. Knowledge of basic first aid and the Heimlich maneuver.
17. Such alternatives to the above qualifications as Administration may find appropriate.

REPORTS TO: Kitchen Manager

PERFORMANCE RESPONSIBILITIES:

1. Enter pre-payments into the cash register before cafeteria opens.
2. Prepare the cash register for breakfast, lunch and snack operations and set-up change in cash drawer.
3. Monitor student dietary notes in POS system to ensure students with food allergies avoid purchasing items that may trigger an allergic reaction.
4. Monitor student's accounts that are noted with 'N/C' in dietary notes (N/C = uncollected NSF check on file) and contact Nutrition Services office for approval prior to depositing the check for that student.
5. Accurately ring sales into the POS system, collect the correct amount charged for each individual meal, milk or a la carte item and provide accurate change to students in grades 7-12.
6. Understand the various meal patterns, meal components and minimum serving requirements to meet the criteria of a reimbursable meal as regulated by National School Breakfast, Lunch and Snack Programs and accurately ring into POS system.
7. Count cash drawer and wrap money in a secure location at the end of each day, record register and school totals on daily record form, prepare bank deposit slip and secure in locked or tamper resistant bank bag.
8. Review sales journal to reconcile overages/shortages to cash drawer prior to closing the register.
9. Provide accurate and detailed explanation for any overages/shortages to cash drawer.
10. Run sales activity report and appropriate state reports and forward with closing paperwork to the Cost Accounting Secretary at the end of each day.
11. Run Cash Drawer Report for online payment service daily (including holidays and waiver days) and forward with closing paperwork at the end of each day to the Cost Accounting Secretary.
12. Ensure all closing reports are assembled in the correct order and forwarded to the Cost Accounting Secretary at the end of each day.
13. Verify that school totals (including all register(s) and online payments) match amount recorded on state reports.
14. Review total meals served on state reports and document if free/reduced meals or charges go beyond building limits.
15. Close down cash register and prepare cash drawer for next day's operation.
16. Print and distribute negative balance letters biweekly to parents owing \$5.00 or more.
17. Generate a negative balance report on the last business day of each month and forward to the building principal and Assistant Director of Nutrition Services.
18. Follow the rules, regulations, and policies of the school lunch program which includes preventing overt identification of student's eligibility status to staff and other students.
19. Make contacts with the public with tact and diplomacy; report any problems or complaints to Kitchen Manager.
20. Interact in a friendly, helpful manner with staff, students and visitors; respond to questions and requests in a positive manner.
21. Promote good school and community relations by personal appearance, friendly attitude and conversation.

22. Serve as a role model for students in how to conduct themselves as citizens and as responsible individuals.
23. Report students who abuse cafeteria privileges.
24. Attend meeting and in-services as required.
25. Help stock food and supplies and general cleanup as time permits.
26. Assist the Kitchen Manager with the ordering of food and supplies as requested assigned.
27. Work cooperatively with all other food service employees.
28. Adhere to rules of appropriate personal hygiene and dress.
29. Maintain an orderly and clean work area.
30. Ensure safety of students; exercise care and safety in performing job duties and report any unsafe conditions.
31. Perform specific duties and operate kitchen equipment as assigned (cash register, dish washer), report faulty equipment.
32. Adhere to rigid sanitary standards in work practices and food handling including appropriate glove usage.
33. Clean up all spills.
34. Work efficiently at specific assigned tasks and offer assistance to other personnel with their assignments when cashiering functions are not being performed.
35. Assist Kitchen Manager in other related duties as requested/assigned.
36. Accept responsibility when the Kitchen Manager is out of the kitchen.
37. Operate school vehicle when necessary.
38. Use appropriate telephone etiquette when answering the telephone.
39. Perform other duties as assigned by the Kitchen Manager or Director of Food Service.
40. Operate cash register, computer, calculator, adding machine, copy machine, fax and various kitchen equipment.

Revised: January 2005, April 2007, April 2011

Milford Exempted Village School District
Salary Schedule 16-17
Effective 7/1/2016

FOOD SERVICE CENTRAL KITCHEN MANAGER

<u>Experience</u>	<u>Hourly Rate</u>
0	17.77
1	18.11
2	18.53
3	18.88
4	19.30
5	19.65
6	19.97
7	20.33
8	20.63
10 in Milford Schools	20.81
13 in Milford Schools	20.92
15 in Milford Schools	21.04
20 in Milford Schools	21.25
25 in Milford Schools	21.50

FOOD SERVICE WORKER

<u>Experience</u>	<u>Hourly Rate</u>
0	13.63
1	13.95
2	14.19
3	14.50
4	14.79
5	15.08
6	15.47
7	15.76
8	16.02
10 in Milford Schools	16.17
13 in Milford Schools	16.28
15 in Milford Schools	16.38
20 in Milford Schools	16.61
25 in Milford Schools	16.88

Additional Responsibility Hourly Stipends:

Elementary Manager	2.00
Junior High Manager	2.50
Secondary Manager	2.50
Assistant Secondary	1.40
Central Prep Cook	0.90
Chef	1.25

Date: 05/05/16
Time: 8:40 am

MILFORD EXEMPTED VILLAGE SCH.
JOB CALENDAR REPORT

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August, 2016 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
	01:	02:	03:	04:	05:	06:
07:	08:	09:	10:	11:	12:	13:
14:	15:	16:	17:	18:	19:	20:
21:	22:	23:	24: W	25: W	26: W	27:
28:	29: W	30: W	31: W			

WORK DAYS: 6 HOLIDAYS: CALAMITY: MAKE-UP:

September, 2016 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
				01: W	02: W	03:
04:	05: H	06: W	07: W	08: W	09: W	10:
11:	12: W	13: W	14: W	15: W	16: W	17:
18:	19: W	20: W	21: W	22: W	23:	24:
25:	26: W	27: W	28: W	29: W	30: W	

WORK DAYS: 20 HOLIDAYS: 1 CALAMITY: MAKE-UP:

October, 2016 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
						01:
02:	03: W	04: W	05: W	06: W	07: W	08:
09:	10: W	11: W	12: W	13: W	14: W	15:
16:	17: W	18: W	19: W	20: W	21: W	22:
23:	24: W	25: W	26: W	27: W	28: W	29:
30:	31: W					

WORK DAYS: 21 HOLIDAYS: CALAMITY: MAKE-UP:

November, 2016 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
		01: W	02: W	03: W	04: W	05:
06:	07: W	08:	09: W	10: W	11: W	12:
13:	14: W	15: W	16: W	17: W	18: W	19:
20:	21: W	22: W	23:	24: H	25:	26:
27:	28: W	29: W	30: W			

WORK DAYS: 18 HOLIDAYS: 1 CALAMITY: MAKE-UP:

December, 2016 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
				01: W	02: W	03:
04:	05: W	06: W	07: W	08: W	09: W	10:
11:	12: W	13: W	14: W	15: W	16: W	17:
18:	19: W	20: W	21: W	22:	23: H	24:
25:	26: H	27:	28:	29:	30: H	31:

WORK DAYS: 15 HOLIDAYS: 3 CALAMITY: MAKE-UP:

January, 2017 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
01:	02: H	03: W	04: W	05: W	06: W	07:
08:	09: W	10: W	11: W	12: W	13: W	14:
15:	16: H	17: W	18: W	19: W	20: W	21:
22:	23: W	24: W	25: W	26: W	27: W	28:
29:	30: W	31: W				

WORK DAYS: 20 HOLIDAYS: 2 CALAMITY: MAKE-UP:

February, 2017 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
			01: W	02: W	03: W	04:
05:	06: W	07: W	08: W	09: W	10: W	11:
12:	13: W	14: W	15: W	16: W	17:	18:
19:	20: H	21: W	22: W	23: W	24: W	25:
26:	27: W	28: W				

WORK DAYS: 18 HOLIDAYS: 1 CALAMITY: MAKE-UP:

March, 2017 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
			01: W	02: W	03: W	04:
05:	06: W	07: W	08: W	09: W	10: W	11:
12:	13: W	14: W	15: W	16: W	17: W	18:
19:	20: W	21: W	22: W	23: W	24: W	25:
26:	27:	28:	29:	30:	31:	

WORK DAYS: 18 HOLIDAYS: CALAMITY: MAKE-UP:

Date: 05/05/16
Time: 8:40 am

MILFORD EXEMPTED VILLAGE SCH.
JOB CALENDAR REPORT

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April, 2017 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
						01:
02:	03: W	04: W	05: W	06: W	07: W	08:
09:	10: W	11: W	12: W	13: W	14: H	15:
16:	17: W	18: W	19: W	20: W	21: W	22:
23:	24: W	25: W	26: W	27: W	28: W	29:
30:						
WORK DAYS: 19 HOLIDAYS: 1 CALAMITY: MAKE-UP:						

May, 2017 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
	01: W	02: W	03: W	04: W	05: W	06:
07:	08: W	09: W	10: W	11: W	12: W	13:
14:	15: W	16: W	17: W	18: W	19: W	20:
21:	22: W	23: W	24: W	25: W	26: W	27:
28:	29: H	30:	31:			
WORK DAYS: 20 HOLIDAYS: 1 CALAMITY: MAKE-UP:						

June, 2017 024 - MILFORD FOOD SERVICE

SUN	MON	TUE	WED	THU	FRI	SAT
				01:	02:	03:
04:	05:	06:	07:	08:	09:	10:
11:	12:	13:	14:	15:	16:	17:
18:	19:	20:	21:	22:	23:	24:
25:	26:	27:	28:	29:	30:	
WORK DAYS: HOLIDAYS: CALAMITY: MAKE-UP:						

GRAND TOTALS -- WORK DAYS: 175 HOLIDAYS: 10 CALAMITY: 0 MAKE-UP: 0