

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • Parma, Ohio 44134

VENDING HOSTESS

WORK SCHEDULE: 38 Weeks

JOB CLASSIFICATION: CF-2

SALARY SCHEDULE: 2

CIVIL SERVICE: Classified

RESPONSIBLE TO: Cafeteria Manager/Supervisor of Cafeterias

QUALIFICATIONS:

1. Able to prepare large amount of foods, maintain portion control levels per standardized recipes.
2. Knowledge in the use and care of equipment and utensils used in the preparation of food.
3. Ability to keep accurate records and reports, good computation skills.
4. Ability to get along with students, faculty and coworkers.
5. High school diploma or equivalent desired.
6. Cafeteria experience or equivalent helpful.
7. Must possess and maintain a good attendance record.

MAJOR FUNCTIONS:

The CF-2 position is assigned the preparation of food specific to their job title. To serve the students attractive, palliative and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness. Supports all team nutrition concepts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for preparation of cold food items required for vending based on student demands.
2. Transports food to vending, rotates and discards items as necessary.
3. Provides feed back to cafeteria manager on food supplies needed specific to department.
4. Places vending order as necessary.

5. Does food and supply orders as necessary, maintains daily inventory record, transfers information onto monthly vending record.
6. Maintains sanitation guidelines for specific equipment and work area on a daily basis.
7. Practices good personal hygiene, follows dress code and demonstrates safe food handling skills at all times.
8. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.
9. The above job duties may be combined based on individual school enrollment and requirements.
10. May be responsible for counting/handling of monies and completion of deposit slips.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to lift up to 50 pounds.
2. Bending, stooping, reaching, squatting required.
3. Must be able to tolerate extreme temperature ranges.
4. Must be able to safely operate all production equipment.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.