

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION

POSITION: Food Service Worker 2
LOCATION: Heritage MS
WORK SCHEDULE: OAPSE 138 – 187 Days
10:15 am – 1:15 pm
REPORTS TO: Food Service Manager
SUPERVISES: N/A
SALARY: \$16.03 per hour
POSTING DATE: June 30 – July 6, 2025

JOB SUMMARY:

The person in this position is responsible for performing a wide variety of food service functions. The Food Service Worker 2 works under close supervision of the manager, assistant manager, or his/her designee.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS:

- High School graduate or equivalent
- Level 2 Certification in food protection (i.e., ServSafe) preferred.
- Completion of college courses or training in nutrition and sanitation is desirable

ESSENTIAL FUNCTIONS:

- Sets up and serves food on serving line.
- Stores excess food properly.
- Operates and cleans all satellite or central kitchen equipment.
- Lifts milk cartons from milk cooler to the serving line.
- Stores food and supplies in accordance with instructions and takes inventory in satellite schools.
- Washes, sanitizes, and stores pots, pans, trays, and utensils.
- Required to cross-train and serve as backup cashier.
- Unload hot and cold carts.
- Portion side dishes and produce bar items as needed for lunch service.
- Temp food items prior to lunch service.
- Maintain all HACCP logs as provided by the food service department.
- Washes and sanitizes work area, serving area, cafeteria tables and chairs.

EXPECTATIONS:

- Computer or point of sale experience
- Experience in the preparation of foods in large quantities and in the care of commercial kitchen equipment
- Ability and willingness to follow instructions, either written or oral

- Emotional stability and physical fitness to perform duties assigned
- Personal standards of appearance and dress commensurate with those required by food service
- Courtesy and tact in dealing with people of all ages and a particular interest in children and school programs
- Ability to perform both moderate physical work and continuous standing
- Ability to lift over 40 pounds on a regular basis
- Willingness and ability to work in any situation when kitchen duties or satellite duties are involved
- Ability to work rapidly and efficiently in performing tasks
- Reliable transportation

TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.

Revised June 2025