

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION

POSITION: Food Service Worker 1 (Union Position)
LOCATION: Blendon MS
WORK SCHEDULE: 9 Month Food Service (187 Days)
3.0 Hours Per Day (10:30 am – 1:30 pm)
REPORTS TO: Food Service Manager
SUPERVISES: N/A
SALARY: \$19.06 per hour
POSTING DATE: September 2, 2025 – September 9, 2025

JOB SUMMARY: The person in this position is responsible for performing a wide variety of food service functions. Acts as a cashier using the point-of-sale system and assists in the preparation, cooking, and serving of a variety of food and beverages in a secondary school food service program. The Food Service Worker I 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 diploma or equivalent.
- Completion of adult school or college courses in nutrition and sanitation is desirable.
- Paid experience in the preparation of foods in large quantities and in the care of institutional kitchen equipment is necessary.
- Level 2 Certification in food protection (i.e. ServSafe) required.

ESSENTIAL FUNCTIONS:

- Accepts money or checks and applies payments to student's accounts (point-of-sale) as applicable, as well as, records transactions and performs other functions as requested.
- Responsible for transactions using the point-of-sale system daily to ensure students are properly coded; and meals are claimed and or charged in accordance with department procedures.
- Sets up food on serving lines and/or steam tables and serves meals or meal components at on-site or satellite kitchens.
- Stores food and supplies in accordance with instructions and assists in taking inventory, if needed.
- Preparation of a variety of foods.
- Washes and sanitizes work area, serving area, cafeteria tables and chairs.
- Washes, sanitizes, and stores dishes, tableware and kitchen utensils.
- Operates and cleans all kitchen equipment periodically.
- Sets up food and beverage stations per opening side work schedule.
- Monitors and maintains floor and café serving tables during serving hours.
- Closes café according to specific side work schedules.
- Performs related duties as assigned.

EXPECTATIONS:

- Proficient in using computers (Point-of-Sale experience preferred)
- Ability and willingness to follow instructions, either written or oral.
- Ability to deal effectively with managers and co-workers.
- Excellent attendance and work history.
- Willingness to work in any situation when production kitchen and satellites are involved.
- 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 objects, which are over 40 pounds.
- Ability and willingness to learn prescribed food preparation methods.
- Ability to work rapidly and efficiently in performing tasks.

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 April 2025