

PIQUA CITY SCHOOL DISTRICT

Job Descriptions

- 800 FOOD SERVICE**
- 801 Cook
- 802 Cook – Assistant Head
- 803 Cook – Head
- 804 Food Service Director
- 805 Food Service Driver
- 806 Secretary – Food Service

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	COOK	File 801
Reports to:	Head Cook	
Job Objectives:	Prepares and serves meals. Maintains high standards to ensure quality services and customer satisfaction. Maintains a sanitary and orderly kitchen.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Food production skills and the ability to use commercial kitchen equipment.• Ability to comply with nutrition, health, and safety regulations.• Ability to apply basic mathematical concepts.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Checks with the head cook for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear.• Takes the initiative to perform routine tasks independently.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Carefully uses products and supplies to control costs and reduce waste. Advises the head cook about the need for additional inventory.• Follows approved receiving and storage procedures to ensure food safety. Assists with receipt of deliveries. Verifies quantities. Reports shortages, spoilage, or inferior products. Organizes, stores, dates, and rotates stock as directed.• Follows the published menus. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).• Uses standardized recipes to maintain quality control. Monitors production sheets. Helps other staff as needed to meet established schedules.• Recommends menu modifications in response to customer requests.• Prepares special meals for students with dietary restrictions.• Helps set up serving lines. Presents food in an attractive way. Replenishes supplies to maintain an orderly flow of customers. Monitors portion size to ensure compliance with district specifications. Promptly provides substitute menu items as needed.• Properly stores or disposes of leftover food.• Helps account for all lunches. Uses cafeteria receipts to prepare records for the food service office.• Maintains accurate records and submits reports on time.• Monitors kitchen safety. Ensures that kitchen supplies and equipment are properly stored. Identifies maintenance needs and notifies the head cook.• Promptly documents all injuries that require medical attention.• Cleans, washes, and sanitizes equipment and food preparation areas (e.g., work surfaces, cooking equipment, serving lines, etc.).• Learns how to operate the fire suppression system.• Helps prepare for fire, health, and safety inspections.• Promotes a positive image of the food service program. Wears appropriate work attire and maintains a neat appearance.• Respects personal privacy. Maintains the confidentiality of privileged information.• Assists with special district events as directed (e.g., banquets, etc.).• Assists rental groups as directed. Secures the kitchen and storage areas as directed.• Reports student discipline problems, vandalism, and other related concerns.	

- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the head cook: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly and differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT HEAD COOK

File 802

Reports to: Head Cook

Job Objectives: Directs assigned staff in the preparation and delivery of quality food services. Monitors customer satisfaction. Prepares and maintains records. Keeps the head cook informed about kitchen activities and emerging issues.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Institutional food service experience is desirable.
- Ability to interpret and comply with nutrition, health, and safety regulations.
- Bookkeeping skill and the ability to apply basic mathematical concepts.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists the head cook with the management food preparation activities.
- Checks with the head cook for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Helps maintain an accurate inventory of all food, supplies, and equipment. Monitors the use of products and supplies to control costs and reduce waste. Advises the head cook about the need for additional inventory.
- Enforces appropriate receiving and storage procedures to ensure food safety.
- Checks deliveries. Verifies quantities. Reports shortages, spoilage, or inferior products. Organizes, stores, dates, and rotates stock.
- Follows the published menus. Directs the preparation of food. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).
- Uses standardized recipes to maintain quality control. Monitors production sheets and work progress. Helps staff as needed to meet established schedules.
- Recommends menu modifications in response to customer requests.
- Prepares special meals for students with dietary restrictions.
- Helps set up serving lines. Presents food in an attractive way. Monitors portion size to ensure compliance with district specifications. Plans for substitute menu items when demand exceeds supply.
- Properly stores or disposes of leftover food.
- Properly accounts for all lunches. Uses cafeteria receipts to prepare records for the food service office.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Monitors kitchen safety. Ensures that kitchen supplies and equipment are properly stored. Identifies maintenance needs and notifies the head cook.
- Promptly documents all injuries that require medical attention.
- Cleans, washes, and sanitizes equipment and food preparation areas (e.g., work surfaces, cooking equipment, serving lines, etc.).
- Learns how to operate the fire suppression system.
- Anticipates and is prepared for fire, health, and safety inspections.
- Helps train food service staff in procedures to effectively accomplish their duties.

- Promotes a positive image of the food service program. Encourages teamwork and helps maintain harmonious employee relationships.
- Assists with special district events as directed (e.g., banquets, etc.).
- Helps manage kitchen security. Assists rental groups as directed. Ensures that the kitchen and storage areas are secured at the end of the workday.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the head cook: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly and differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: HEAD COOK

File 803

Reports to: Food Service Director

Job Objectives: Directs assigned staff in the preparation and delivery of quality food services. Monitors customer satisfaction. Prepares and maintains records. Keeps the food service director informed about kitchen activities and emerging issues.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Institutional food service experience is desirable.
- Ability to interpret and comply with nutrition, health, and safety regulations.
- Bookkeeping skill and the ability to apply basic mathematical concepts.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manages food preparation activities. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Addresses issues that arise during the absence of the food service director. Promptly communicates actions undertaken. Refers inquiries requiring policy interpretation to administrative staff.
- Maintains an accurate inventory of all food, supplies, and equipment. Monitors the use of products and supplies to control costs and reduce waste. Advises the food service director about the need for additional inventory.
- Enforces appropriate receiving and storage procedures to ensure food safety.
- Checks deliveries. Verifies quantities. Reports shortages, spoilage, or inferior products. Organizes, stores, dates, and rotates stock.
- Follows the published menus. Directs the preparation of food. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).
- Uses standardized recipes to maintain quality control. Monitors production sheets and work progress. Helps staff as needed to meet established schedules.
- Recommends menu modifications in response to customer requests.
- Prepares special meals for students with dietary restrictions.
- Oversees the set up of serving lines and the attractive presentation of food. Monitors portion size to ensure compliance with district specifications. Plans for substitute menu items when demand exceeds supply.
- Oversees the proper storage or disposal of leftover food.
- Properly accounts for all lunches. Uses cafeteria receipts to prepare records for the food service office.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Monitors kitchen safety. Ensures that kitchen supplies and equipment are properly stored. Identifies maintenance needs and notifies the food service director.
- Promptly documents all injuries that require medical attention.
- Cleans, washes, and sanitizes equipment and food preparation areas (e.g., work surfaces, cooking equipment, serving lines, etc.).
- Learns how to operate the fire suppression system.
- Oversees the routine cleaning of equipment. Anticipates and is prepared for fire, health, and safety inspections.

- Ensures the equitable distribution of workloads and extra assignments. Trains food service staff in procedures to effectively accomplish their duties.
- Promotes a positive image of the food service program. Encourages teamwork and helps maintain harmonious employee relationships.
- Assists with special district events as directed (e.g., banquets, etc.).
- Helps manage kitchen security. Assists rental groups as directed. Ensures that the kitchen and storage areas are secured at the end of the workday.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the food service director: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require performing repetitive tasks quickly and differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: FOOD SERVICE DIRECTOR

File 804

Reports to: Superintendent

Job Objectives: Directs the delivery of an effective food service program. Proactively markets the program to maximize profits. Monitors customer satisfaction. Keeps the superintendent informed about food service activities and emerging issues.

Minimum Qualifications:

- High school diploma. Post-secondary training in institutional food service or closely related field is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Multi-school or closely related food service experience.
- Successful completion of Ohio Department of Health sanitation course.
- Ability to interpret and comply with nutrition, health, and safety regulations.
- Computer skills and knowledge of nutritional software is preferred.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of district-wide food services (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.).
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Administers the board-approved budget. Controls costs and reduces waste through careful planning. Manages the food service program to be self-sustaining except for financial support authorized by the board. Evaluates operational performance.
- Publishes menus. Makes available a variety of food choices that appeal to student preferences. Ensures that lunches meet all USDA child nutrition guidelines.
- Supervises the preparation of food. Ensures compliance with all food preparation regulations (e.g., hazard analysis critical control points, sanitation procedures, etc.).
- Uses standardized recipes to maintain quality control. Monitors production sheets and work progress. Helps staff as needed to meet established schedules.
- Works with staff to address the needs of students with dietary restrictions.
- Properly accounts for all lunches. Uses cafeteria receipts to prepare bank deposits. Submits daily records to the treasurer's office.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Prepares state child nutrition and reimbursement claim forms.
- Prepares applications for subsidized food programs (e.g., free/reduced-cost lunch programs, commodities, etc.). Maintains program records.
- Maintains vendor files. Obtains price quotes. Prepares comparative data (e.g., quality, new products, warranties, discounts, availability for delivery, etc.). Orders food products and supplies. Checks deliveries. Approves invoices for payment.
- Maintains an accurate inventory of all food, supplies, and equipment.
- Works with the treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the board.
- Schedules regular kitchen safety inspections. Teaches staff how to operate the fire suppression system. Identifies maintenance needs and prepares work orders.
- Promptly documents all injuries that require medical attention.

- Participates in food service staff selection and orientation processes.
- Ensures the equitable distribution of workloads and extra assignments. Obtains food service substitutes. Approves time sheets.
- Trains food service staff in procedures to effectively accomplish their duties. Promotes the development of staff leadership.
- Promotes a positive image of the food service program. Encourages teamwork and helps maintain harmonious employee relationships.
- Coordinates activities for special district events (e.g., banquets, etc.).
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Builds community partnerships that enhance district programs and services.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require performing repetitive tasks quickly and differentiating variances in aroma, color, taste, and texture.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FOOD SERVICE DRIVER**

File 805

Reports to: Food Service Director

Job Objectives: Delivers prepared food, equipment, and school supplies.

- Minimum Qualifications:**
- High school diploma.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - Documentation of a clear criminal record.
 - Valid driver's license and a satisfactory driving record as a condition of initial and continued employment. Valid Commercial Drivers License (CDL) is desirable.
 - Satisfactory pre-employment and ongoing random drug tests results.
 - Customer-service focus and the ability to give careful attention to detail.
 - Self-directed and able to learn required skills for the position.
 - Ability to physically manage heavy packages and equipment.
 - Ability to anticipate and deal with stressful traffic and weather conditions.
 - Custodial and/or building maintenance experience is desirable.
 - Ability to comply with Material Safety Data Sheets (MSDS).

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the food service director for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Performs vehicle safety inspections. Checks fire, emergency equipment, and first aid supplies. Reports equipment malfunctions in writing.
- Fuels the vehicle and maintains fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage as directed.
- Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). Practices defensive driving techniques.
- Uses proper protocol when operating communication equipment.
- Immediately reports all traffic citations, accidents, or property damage incurred during the performance of assigned duties. Promptly documents all injuries that require medical attention.
- Provides dependable service. Offers suggestions for efficient routing. Transports only authorized passengers. Reports road hazardous that require a departure from the delivery schedule. *Note: Safety is the top priority even if delays disrupt the delivery schedule.*
- Loads the vehicle. Stores delivered materials. Dates, rotates, and follows approved storage procedures to ensure food safety. Maintains a record of delivered items when directed.
- Monitors cooler and freezer temperatures as directed.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Complies with safety regulations and environmental laws.
- Prepares and submits reports, records, and inventories as directed.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Cleans and organizes storage areas as directed.
- Acts responsibly to protect school property. Secures the delivery vehicle and storage areas as directed. Takes appropriate action during adverse weather conditions.

- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Promotes a positive image of the food service program. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the food service director: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Duties may require operating and/or riding in a vehicle.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FOOD SERVICE SECRETARY**

File 806

Reports to: Food Service Director

Job Objectives: Performs secretarial, receptionist, and office management functions. Assists with inventory control, purchasing, and accounting operations.

Minimum Qualifications:

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary secretarial training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Congenial telephone etiquette.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of computer software and maintenance of office records.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes messages. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar. Schedules appointments as directed.
- Helps communicate information about weather delays and emergencies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Processes incoming, outgoing, interoffice mail and faxes.
- Maintains vendor files. Prepares comparative data (e.g., quality, new products, warranties, discounts, availability for delivery, etc.).
- Helps prepare and distribute bid packages (e.g., public notices, specifications, proposal forms, etc.).
- Prepares and distributes menus to building administrators and the local newspaper.
- Monitors inventories and reorders supplies to maintain reliable service levels.
- Maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, negotiated price agreements, delivery dates, etc.).
- Verifies deliveries. Investigate discrepancies. Processes approved invoices for payment.
- Helps prepare applications for subsidized food programs (e.g., free/reduced-cost lunch programs, commodities, surplus foods, etc.). Maintains program records.
- Helps prepare state child nutrition and reimbursement claim forms.
- Obtains change from the bank for cashiers. Works with the cafeteria staff to properly account for all lunches. Works cooperatively with auditors.
- Prepares requisitions for the food service director's signature.
- Helps maintain non-consumable fixed asset records. Tags fixed assets. Updates the inventory list. Deletes fixed assets from the inventory after board approval.
- Works with the food service director to periodically discard records as directed.

- Arranges for food service substitutes in the absence of the food service director.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Travels to meetings and work assignments.
- Works cooperatively and supports a successful team effort.

**Supervisory
Responsibility:**

Under the direction of the food service director: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

