



## CLASSIFIED JOB POSTING

**TO:** ALL CLASSIFIED STAFF MEMBERS  
**FROM:** JACKIE HESS, FOOD SERVICE DIRECTOR  
**RE:** CLASSIFIED STAFF VACANCY

---

**POSITION:** 2.25 hours Cook/Cashier 2 positions available

**LOCATION:** Elementary School

**POSTING DATE:** September 30, 2024

**POSTING PERIOD:** September 30 - October 4, 2024

**APPLICATION IN EMAIL/WRITING TO:**

3:00 PM - October 4, 2024  
Jackie Hess, Food Service Director  
125 North Street  
Bellevue, OH 44811  
[jacqueline.hess@bellevueschools.org](mailto:jacqueline.hess@bellevueschools.org)

**INFORMATION:**

Rate of Pay: \$15.63 - \$21.70

Start Date: To Be Determined

**QUALIFICATIONS/CONDITIONS OF EMPLOYMENT:** See job description

**PERFORMANCE RESPONSIBILITIES** See job description

**GENERAL REQUIREMENTS/PROCEDURES:**

1. Fulfill successful interview
2. Agrees to furnish physical
3. Agrees to abide by all rules, regulations, and policies of the Bellevue Board of Education
4. Probationary period of 30 days as per negotiated agreement
5. Successful applicant will report directly to the Food Service Director.
6. Schedule and assignments will be set as determined necessary

*The Bellevue City School district does not discriminate on the basis of race, color, national origin, religion, gender, disability or age in its educational programs, activities, and employment practices.*

**BELLEVUE CITY SCHOOL DISTRICT**  
JOB DESCRIPTION

**Title:** COOK/CASHIER

**File 802**

**Reports to:** Food Service Supervisor

**Job Objective:** Prepares and serves meals.

- Minimum Qualifications:**
- High school diploma. Work skills substantiated by training and/or work experience.
  - Successful completion of current health, safety and nutrition certification is required.
  - Ability to perform physically demanding work that includes lifting/moving heavy items.
  - Ability to prepare standardized recipes using commercial kitchen equipment.
  - An acceptable score on a pre-employment skill test may be required.
  - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
  - Demonstrates the ability to use technology equipment/systems associated with job functions.
  - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
  - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Meets mandated health screening requirements following a conditional offer of employment.

NOTE: Position requires successful completion of blood-borne pathogen, communicable disease and civil rights training as a condition of employment.

- Essential Functions:**
- **1. Prepares/cooks food. Performs ancillary duties that support the effective delivery of high-quality food services. Maintains an orderly/sanitary kitchen.**
  - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
  - Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities.
- Reports shortages/spoiled products. Organizes, stores, dates and rotates stock as directed.
- Follows published menus. Uses standardized recipes to maintain quality control. Complies with USDA child nutrition guidelines. Uses products carefully to reduce waste. Records food usage on production records. Works with staff to address the needs of students with dietary restrictions.
  - Requests replacement of depleted supplies as needed to avoid work interruptions.
  - Monitors compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
  - Sets up serving lines. Gives attention to the attractive presentation/serving of food. Replenishes food to maintain an orderly flow of customers. Provides substitute menu items as needed.
  - Prepares sales area before food is served. Checks to ensure adequate change is available.
  - Operates the cash register or point-of-sale (POS) system. Calculates food bills. Follows district guidelines for personal checks/charges. Ensures that money is exchanged correctly and cash is not left unattended. Uses the list provided by the district to verify free and reduced-cost meals.
  - Accounts for all meals served. Prepares a separate record of charges collected. Records unpaid charges at the end of each day. Reconciles discrepancies.
  - Counts money. Reconciles, prepares and makes bank deposits. Submits records as directed.
  - Operates the dishwasher. Verifies cleaning/sanitization cycles are completed properly.
  - Performs cafeteria duties as directed (e.g., fills dispensers, restocks vending machines, washes counters/tables, etc.). Cleans up spills or other conditions that may contribute to an accident.
  - Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc.
  - Follows established sanitization procedures to properly clean items that require hand washing.
  - Ensures that leftover food, supplies and equipment are stored properly.
  - Helps prepare for health/safety inspections. Learns how to operate fire/safety equipment.
  - Reports personal injuries that require treatment to a supervisor.
  - Assists with district special events and non-school use of food service facilities as directed.
  - Protects district property. Secures equipment/storage areas as directed.

**2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.

**COOK/CASHIER**

Page 2 of 2

- Strives to develop rapport and serve as a positive role model for others.
- Takes the initiative to perform routine tasks independently.

**3. Maintains open/effective communications.**

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

**4. Pursues opportunities to enhance professional performance.**

- Cross-trains with other food service staff. Attends training/in-service programs as directed.
- Keeps current with professional advances associated with work assignments.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

**5. Takes precautions to ensure safety. Helps supervisors manage/eliminate risks.**

- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem.
- Follows district protocol and state law when inappropriate behavior is encountered.

**6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working Conditions:** Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing strenuous or repetitive manual tasks for extended periods of time.
- Traveling to meetings and work assignments.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

**Revised:** March, 2012