

**NOTICE OF VACANCY**  
**2024-2025**

**Warren Local School District**  
**220 Sweetapple Road, Vincent, OH 45784**

Vacancy: Cook  
C-I Classification  
High School/Middle School  
(HS – 4 hours / MS – 2 hours)

Contact: Charlene Fronko, Food Service Supervisor  
740-678-2366 ext. 3810  
[charlene.fronko@warrenlocal.org](mailto:charlene.fronko@warrenlocal.org)

Description of Duties: See attached Job Description  
191 Day Contract  
Six (6) hours daily

Salary Range: Per OAPSE/WLSD Negotiated Contract

BID NOTICE PROCEDURES: Complete for number 1X-VA-76 “Vacancy Application” and file with Vicki Lowe, [vicki.lowe@warrenlocal.org](mailto:vicki.lowe@warrenlocal.org).

It is the policy of the Warren Local School District that educational activities, employment, programs, and services are offered without regard to race, color, religion, sex, national origin or ancestry, age status or handicap.



\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
1/8/25  
Date

# Job Description

## Warren Local School District

**Position:** Cook  
**Reports To:** Head Cook  
**FLSA Status:** Non - Exempted  
**Classification:** Cook  
**Salary Schedule:** C-I  
**Employment Status:** 191 Contract Days  
**Job Goal:** Assist in the preparation and serving of quality food to students and staff. Assist the head cook with cooking and ensuring food and supplies are available. Clean cafeteria tables and floors at the end of each day. Maintain clean and orderly stockrooms and freezer.  
**Evaluation:** Job performance is evaluated following policy provisions adopted by the Warren Local School District Board of Education.

### **Qualifications:**

1. High school diploma or equivalent (GED) preferred.
2. Food production skills and the ability to use and care for commercial kitchen equipment.
3. Documentation of a clear criminal record.

### **Performance Responsibilities:**

1. Food production skills and the ability to use and care for commercial kitchen equipment.
2. Ability to maintain food production and related records required by district, state, and federal regulations.
3. Ability to apply basic mathematical concepts.
4. Ability to comply with nutrition, health, and safety regulations.
5. Working knowledge of the use, care, and preventative maintenance of kitchen and serving equipment.
6. Report accidents, problems, and equipment in need of repairs to head cook.

### **Other duties and responsibilities:**

1. Checks with the head cook for assignments and/or instructions.
2. Take initiative to perform routine tasks independently.
3. Work in various areas of the kitchen units assigned by head cook: food preparation, food service area, dishwashing and clean-up equipment, cooking and serving areas and train as cashiers.
4. Adhere to prescribed standardized recipes and portion controls.
5. Evaluate food prepared for quality taste and appearance.
6. Organize and implement the best use of all resources, time, labor, equipment, and supplies.
7. Attend and participate in meetings, in-service, training classes, and assessments as approved by District Office.

8. Perform any general functions necessary for the successful operation of the Food Service Department.
9. Promote a positive image of the Food Service Program. Wear appropriate attire and maintain a neat appearance.
10. Assist with special district events as directed.
11. Accept personal responsibility for decisions and conduct.
12. Perform other specific job related duties as directed.
13. Duties may include lifting, carrying up to 50 lbs., and moving work related supplies/equipment. Also bending, crouching, kneeling, reaching, and standing. May require working under time restraints to meet deadlines.
14. Potential for exposure to adverse weather conditions, temperature extreme; air-borne particles, chemical irritants, combustible materials, noise, orders, and wet floors.
15. Operate the following commercial equipment: ovens, fryers, steamers, steam pots, mixer, warming carts, hand utensils, and steam tables.

The job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the principal. Further, duties will vary from building to building contingent upon hours worked and other variables.

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Principal/Supervisor Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the contents of my job description.

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Signature Date

Board Approved: April 15, 2002  
 Revised: \_\_\_\_\_

pc: Personnel File