

Black River Local School District

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www.blackriverschools.org

Proudly Serving the Communities of Albion, Cinnamon Lake, Homerville, Huntington, Spencer and Sullivan

VACANCY POSTING Posted September 2, 2022

Position: BREC Food Service Assistant – 4.5 hour position

Ch-d
9/2/2022

Please submit the following:

Letter of Interest

Apply to: Mrs. Bonnie Cooper
Black River Local Schools
257 A County Road 40
Sullivan, OH 44880
Phone: (419)-736-3300
Fax: (419)-736-3308
bcooper@blrv.org

Deadline: September 8, 2022

Food Service Assistant

Job Title: Food Service Assistant
FLSA Status: Non – Exempt
Reports to: Food Service Director, Lead Cook, and/ Building Principal

Summary:

Demonstrates professional behavior and promotes positive relationships with students, parents, staff and others to build customer support for the school food service program. Assists in preparing, cooking, and serving food in school cafeteria, cafeterias. Operating equipment found in a commercial kitchen/operates point of sale system. Collecting funds for daily meal transactions, balancing accounts and depositing funds. Maintaining a sanitary and orderly work area.

Position Responsibilities:

- Maintains food production records.
- Submits the food order for the upcoming menu to manager. Uses records to forecast future needs, cost control, and minimize waste.
- Follows standard receiving procedures to assure quality and correct quantity food received. Documents time and temperature of items received. Reports problems immediately to the lead cook/manager. Follows Hazard Analysis and Critical Control Point (HACCP) date marking and labeling protocol.
- Uses correct portion control to meet United States Department of Agriculture (USDA) requirements. Presents food for service to the customer in an appealing manner.
- Uses standardized recipes to maintain quality control. Maintains high standards of food quality and appearance. Utilizes cooking methods to preserve nutrients content. Batch cooking is used to avoid long holding times for foods prepared onsite.
- Follows standards for food safety in preparing, serving, and storing food. Follows food preparation directions and HACCP regarding time and temperature. Records food temperatures of food when prepared and served. Takes corrective actions when necessary. Follows the Ohio Food Code and HACCP protocol.
- Maintains a clean and sanitary work station. Follows established work schedule and procedures for cleaning equipment, utensils, and work area.
- Maintains high standards of personal hygiene. Follows hand washing protocol. Practices standards of dress, closed toe shoes, hair restraint, and single use of gloves when handling food. Complies with Ohio Food Code and HACCP protocol.

- Operates cash register. Ensures that money is handled accurately and correctly. Does not leave cash register unattended/unlocked.
- Accounts for all meals according to the USDA school meal guidelines.
- Collects payments for food items from students and staff for the purpose of completing transactions.
- Counts and wraps money. Reconciliation of money. Prepares bank deposits.
- Secures the cash register at the end of the workday or as directed.
- Maintains the confidentiality of privileged information.
- Inventories food, condiments, and supplies following the FIFO procedure of inventory control.
- Utilizes work simplification techniques for effective use of time. Completes work assignments in a timely manner.
- Performs functions of other nutritional service positions as requested by manager (breakfast, lead cook, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Operates all equipment according to manufacturer's instructions with particular emphasis given to safety guidelines. Notifies kitchen manager of any malfunction, damage, or loss of equipment. Checks to make sure hot holding, steam tables, ovens, and dishwasher are empty and turned off at the end of day.
- Immediately reports all accidents to lead cook and/or food service manager. See school nurse if necessary.
- Demonstrates knowledge of actions to take in case of a fire or disaster.
- Attends job related training classes and workshops required for the professional standards mandate and district policies. Applies knowledge and/or skills obtained in performing job.
- Upholds board policies and follows administrative procedures.
- Performs all other duties as assigned by Food Service Director, Lead Cook, and/ Building Principal

Environmental/Physical Requirements:

- Duties require lifting, carrying, and moving work – related supplies/equipment. Must be able to lift up to 50 pounds.
- Duties may include performing repetitive tasks quickly.
- Potential for exposure to air borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud background noises, odors, and wet floors.
- Duties may include wearing protective clothing and using safety equipment.
- Duties require regular bending, crouching, kneeling, reaching, and standing on hard surfaces.
- Ability to adapt to changes in room temperature.
- Duties may include working under time constraints to meet deadlines.
- Duties may include traveling to meetings and work assignments.

Skills, Knowledge and Abilities

Specific skill-based competencies required to satisfactorily perform functions of the job include:

- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, listening and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Adhering to safety practices.

Technology Skills:

Basic computer skills preferred.

Ability to use point of service computer system.

Education and/or Experience:

High School diploma or GED required. Prior experience or training preferred.

Serv-Safe certified not required, but preferred.

The ability to apply basic mathematical concepts.

“The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District”

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C., 20250-9410, or call 202-720-5964 (voice and TDD). USDA and The Black River Local School District Board of Education is an equal opportunity provider and employer.

Employee Signature: _____ Date: _____

Revised: August 17, 2006

April 24, 2017