

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members
FROM: Human Resources Department
DATE: June 13, 2024

We are now accepting applications for the vacancy of:

Position: Child Nutrition Professional

Location: To Be Determined

Contract Days: 3 to 5 hours per day, 5 days per week and 184 days per school year calendar.

Date of Employment: August 12, 2024

Salary: Per current LSSA salary schedule at Lakota. Salary based on verified experience.

Application Process: Current Lakota employees may apply through **3:00 P.M., June 19, 2024**. Administration will review all applicants who have completed an on-line application at www.lakotaonline.com. Current Lakota employees must create a user account and application in the Butler County Area Application Consortium to apply for these positions.

Application Deadline: Until Filled

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

JOB DESCRIPTION

Position: Child Nutrition Professional
Department: Child Nutrition
Reports to: Child Nutrition Assistant Director
Hours: 3 to 5 hours per day; 5 days per week
Contract: 184 Days

SUMMARY:

This position supports the Child Nutrition Department by assisting with food prep, cashiering, and creating an inviting cafeteria environment for students to consume breakfast and lunch. Job duties vary significantly from day to day.

MINIMUM EDUCATION:

High School Diploma or equivalent

EXPERIENCE:

Experience in working in a fast-paced environment and the ability to multitask.

RESPONSIBILITIES:

- Maintain a positive attitude and work as a cooperative team member.
- Prepare food, such as sandwiches, wraps, salads, side items, etc.
- Set up serving lines with food products and proper serving utensils
- Give attention to the attractive presentation/serving of food.
- Serve food items to students.
- Assist with compiling data for food production records.
- Cashiering duties, including the ability to count U.S. coin/currency, cashiering during the lunch period, reconciling cash drawers, accurately completing Point of Sale paperwork, following special diet notifications.
- Intermittent ware washing and/or utilizing dish machine.
- Clean cafeteria table.
- Assist in rotating stock using FIFO methods.
- Perform clean-up and sanitizing of all food prep areas, equipment, storage, or cafeteria areas.
- Maintain a quality sanitary operation using the rules and regulations of the local health department.
- Work effectively with minimal supervision
- Maintain a professional appearance and wears work attire appropriate for the position.
- Use active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Other duties as assigned by supervisor or designee.
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OTHER SKILLS AND ABILITIES:

- Must possess basic skills in reading, writing and math for the purpose of making necessary measurements, reading of gauges and instruments, mixing chemicals or other related items as applicable.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Ability to solve practical problems and deal with a variety of variables in situations that may arise.
- Ability to maintain composure under stressful conditions.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to use computers where applicable.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

EMPLOYMENT REQUIREMENTS:

- Work is performed in a cafeteria environment
- Ability to lift up to 50 lbs
- Bending, Lifting, Twisting and repetitive motion required
- Valid driver's license required