

# Riverside Local School District

Job Postings/Vacancies  
2023 – 2024 School Year  
(Anticipated Transfer)

Date: November 29, 2023

Title: **Assistant Cook/Cashier – Anticipated**  
Parkside Elementary  
4.5 Hours per day; 9:15 AM – 1:45 PM  
Monday through Friday

Responsibilities  
and Skills

Required: Please refer to attached Job Description.

Reports to: Director of Nutrition Services / Principal

Terms of

Employment: Initial contract one year; additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding: Lunch Fund, Assistant Cook \$15.78 – Step 0.

Limitations: As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration should be sent to Mrs. Michelle Gifford ([Michelle.Gifford@riversideschools.net](mailto:Michelle.Gifford@riversideschools.net)) and Mrs. Mallory Aliff ([Mallory.Aliff@riversideschools.net](mailto:Mallory.Aliff@riversideschools.net)) by 4:00 p.m. December 5, 2023.

*M. Aliff*  
11/29/2023  
9:10 AM

## **JOB DESCRIPTION DUTIES AND RESPONSIBILITIES**

**Title:** ASSISTANT COOK

**Reports to:** Kitchen Manager, Director of Nutrition Services

**Job Objectives:** It is the primary function of the assistant cook to prepare and serve food items in the daily operation of the school kitchen adhering to regulations and policies of the Nutrition Services department, HACCP plan and the National School Breakfast and Lunch Program for students and staff.

**Minimum Qualifications:**

- High school diploma. School food service training, including SNA certification, is preferred.
- A record free of criminal violations that would prohibit public school employment.
- Keeps current with technology and other workplace innovations that support job functions, basic computer skills preferred.
- Food production skills and the ability to use commercial kitchen equipment.
- Ability to comply with nutrition, health, and safety regulations.
- Serv-Safe Certification preferred.
- Ability to apply basic mathematical concepts.
- Proven record of good attendance at work.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the Kitchen Manager for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative guidelines/procedures.
- Carefully uses products and supplies to control costs and reduce waste.
- Organizes, stores, dates, and rotates stock as directed.
- Follows the published menus.
- Proficient in the National School Breakfast and Lunch Program requirements.
- Proficient in food safety and sanitation, HACCP certification is preferred.
- Uses standardized recipes to maintain quality control.
- Completes production records as instructed.
- Recommends menu modifications to the Kitchen Manager in response to customer requests.
- Presents and serves food in an attractive way. Replenishes supplies to maintain an orderly flow of customers.
- Proficient in the POS system, cashiering as needed.
- Properly stores or disposes of leftover food.
- Prepares the dishwasher and verifies that it is operating correctly.
- Cleans, washes, and sanitizes equipment and food preparation areas (e.g., work surfaces, cooking equipment, serving lines, etc.).
- Knows how to operate the fire suppression system.
- Promotes a positive image of the food service department. 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., catering requests).
- Reports student discipline problems, vandalism, or other related concerns to the Kitchen Manager.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth activities.
- Strives to develop rapport with students and staff and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.
- Provides critical analysis as needed.
- Generates written work-product as needed.
- Reports misconduct or violations of policy or procedure.
- Must not disrupt the proper functioning of your position or department.
- Must not undermine the authority of coworkers, supervisors, or superiors.

*This posting is in compliance with Articles X and XIX of the district's negotiated agreements and O.R.C. Section 4117.08(C).*

- Must maintain close working relationships with coworkers, supervisors, and superiors.
- Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
- Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
- Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Must instill in students the belief in and practice of ethical principles and democratic values.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Carries out prescribed actions efficiently with limited supervision.
- Works cooperatively to support a successful team effort.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies/equipment. Performs activities that require reaching, crouching, kneeling and lifting (must be able to lift 30 pounds).
- Performs repetitive tasks quickly.
- Distinguishes variances in color, texture, aroma, and taste.
- Maintains an acceptable attendance record and is punctual.

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

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to wet floors, extreme kitchen temperatures (hot and cold), vapors, and odors.
- Exposure to loud noises and equipment vibrations.
- Duties may require operating power equipment and exposure to electrical hazards.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require detailed paperwork.
- Duties may require working under time constraints to meet deadlines.

**Performance Evaluation:** Job performance is evaluated according to the policy provisions adopted by the Riverside Local School District, Board of Education.

**Terms of Employment:** The current negotiated agreement adopted by the board of education provides information about compensation.

The Riverside Local School District Board of Education is an equal opportunity employer. This job description identifies general 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, and other unforeseen events.

**Revised:** May, 30, 2015

# **JOB DESCRIPTION DUTIES AND RESPONSIBILITIES**

**Title:** CASHIER

**Reports to:** Kitchen Manager, Director of Nutrition Services, Building Principal

**Job Objectives:** The cashier is responsible for receiving and making ready for deposit all monies for the Nutrition Services Department, running a computerized Point of Sale program and following all policies and procedures of the NSLP and department.

**Minimum Qualifications:**

- High school diploma.
- A record free of criminal violations that would prohibit public school employment.
- Keeps current with technology and other workplace innovations that support job functions, basic computer skills preferred.
- Ability to apply basic mathematical concepts.
- Proven record of good attendance at work.

**Essential Functions:**

- The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Utilizes a Point of Sale system to account for all food and beverage purchases and money collected from students and staff.
- Follows all departmental procedures outlined in the Cashier Manual.
- Holds confidential any information pertaining to a student's meal eligibility and does not overtly identify any student receiving meal benefits at any time.
- Responsible for making phone calls to parents regarding negative balances.
- Applies money to accounts for students and staff accurately.
- Ability to make change.
- Counts money at the end of the shift and prepares the bank deposit as directed.
- Takes responsibility for the start-up change assigned and places in secured, designated place daily.
- Prepares in an orderly fashion all monies for deposit to the bank.
- Assists lunchroom assistant in supervising the children to the extent that time allows.
- Greets visitors and parents in a pleasant manner.
- Remain free of any alcohol or non-prescribed controlled substance in the workplace through his/her employment in the District.
- Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
- Reports student discipline problems, vandalism, or other related concerns to the Kitchen Manager.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth activities.
- Strives to develop rapport with students and staff and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.
- Upholds board policies and follows administrative guidelines/procedures
- Provides critical analysis as needed.
- Generates written work-product as needed.
- Reports misconduct or violations of policy or procedure.
- Must not disrupt the proper functioning of your position or department.
- Must not undermine the authority of coworkers, supervisors, or superiors.
- Must maintain close working relationships with coworkers, supervisors, and superiors.
- Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.

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  - workplace throughout his/her employment in the Riverside Local School District.
- Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Must instill in students the belief in and practice of ethical principles and democratic values.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Basic knowledge of computers and software programs.
- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Carries out prescribed actions efficiently with limited supervision.
- Works cooperatively to support a successful team effort.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves work-related supplies/equipment. Performs activities that require reaching, crouching, kneeling and lifting (must be able to lift 30 pounds).
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**Revised:** 6-7-2016