



Employment Opportunity
Butler County Educational Service Center
March 20, 2019

POSITION: Cook

DESCRIPTION: To plan and prepare balanced, nutritious meals that conform to Head Start Standards and applicable Ohio Preschool, BCESC and USDA regulations; assist in planning and implementing nutrition education and training programs; to ensure compliance with local, state, and federal standards for food, sanitation and safety; and prepare food and supply requisitions.

QUALIFICATIONS:

- High school diploma or GED.
- Six (6) months food service experience preferred.
- Ability to prepare quantity foods following all rules and regulations, in a timely manner.
- Ability to walk up and down several flights of stairs multiple times a day while carrying food and supplies.
- Ability to lift and carry at least 30 pounds repeatedly for periods of at least 30 minutes, several times a day.
- Ability to count and sort items consistently and accurately.
- Ability to monitor and record temperatures accurately.
- Willingness/ability to work as a team member and travel to another work site if needed.
- Good organizational and time management skills and ability to follow procedures and work schedules accurately and consistently.
- History of good job attendance.
- Must pass criminal background check, and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- To prepare and serve nutritious meals and snacks that follows the approved menu.
- To assist in planning menus.
- To maintain established standards of sanitation, safety and food preparation.
- To maintain accurate records pertaining to food service operations and ensure timely submission of such records to supervisor.
- Check in and put away food and supply orders in a timely manner.
- To make recommendations for food and menu adjustments where appropriate.
- To assess requirements and requisitions for food and supplies.
- To report the presence of unauthorized or atypical visitors.
- To confer with supervisors regarding progress, concerns and recommendations.
- To maintain accurate and consistent records and files as required.

- To plan and organize own work to meet priorities.
- To meet deadlines (daily, weekly, monthly, quarterly, yearly).
- To maintain confidentiality in district matters.
- To continuously update and improve professional competence.
- To comply with state and federal regulations that pertain to the position (e.g. OSHA, OCR).
- To perform other duties consistent with the position as assigned.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, modify bulk recipes as required, collect data, schedule, stand for long periods of time, and lift moderate amounts of weight up to 30 pounds.

Skill in: Basic math, English and communications.

EQUIPMENT OPERATED:

Use of computer, broiler, paring and slicing knives, convection oven, decorating tools, dish tank, electric mixer, food processor, freezer, fire extinguisher, grill, hand tools for food preparation, measuring cups and spoons, microwave oven, refrigerator, scales, range top, thermometer, walk-in box, instructional-related audiovisual equipment, and other customary kitchen equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions and severe weather, construction hazards, unruly children/adults, blood, bodily fluids and tissue, heavy equipment and heavy lifting; travels to and gains access to worksite.

Periodic: Exposure to heavy equipment, irritating and hazardous chemicals, extreme heat or fire, fumes, loud noise; required to be on call; attends functions or performs duties outside normal working hours.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: Immediately
SALARY: \$11.00 per hour
WORK YEAR: As needed for the remainder of the school year
DEADLINE: March 26, 2019 for internal candidate or until filled
APPLY TO: Apply by clicking: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Lori Thesken by the deadline.