



Employment Opportunity  
Butler County Educational Service Center  
March 2, 2020  
Anticipated for the 2020-2021 school year

POSITION: Transporter – 2020-2021 school year

DESCRIPTION: Assist with preparation and delivery of daily foods and nutrition supplies as needed.

QUALIFICATIONS:

- High school diploma or GED.
- 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 50 pounds repeatedly for periods of at least 30 minutes, several times a day.
- Six (6) months food service experience preferred.
- Ability to prepare quantity foods following all rules and regulations, in a timely manner.
- 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.
- Must hold valid driver's license and demonstrate insurability for vehicle operation under the current Insurance Plan.
- Ability to comply with all Head Start standards, Ohio Preschool Rules and Butler County ESC regulations, policies and procedures.
- Ability to manage time well and follow procedures and work schedules accurately and consistently.
- Ability to perform basic mathematical functions plus count and sort items consistently and accurately.
- History of good job attendance.
- Must pass criminal background checks and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- 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 safety and sanitary conditions in kitchen and food transportation vehicles.

- To assist in preparation and delivery of food supplies.
- 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.

**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, other customary kitchen equipment, and the nutritional values.

**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.

Frequent: 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.

Constant: Exposure to traffic.

**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: August 2020  
SALARY: \$10.45 - \$12.18 based upon experience and education  
BENEFITS: Excellent benefit package available for all full time employees  
WORK YEAR: Full Time – 184 days  
DEADLINE: March 6, 2020 for internal applicants; until filled for all outside applicants  
APPLY TO: Apply by clicking: [Application](#)

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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.