

Food Service Personnel

Chillicothe R-II School District Job Description

Position Title: Cafeteria Cook

Department: Food Service

BOE Approved: 03/18/2025

Reports to: Assistant Superintendent

FLSA Classification: Non-Exempt

SUMMARY: Food service employees are employed as needed for each school preparation center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Food service employees are directly responsible to the cafeteria manager in the school preparation site that they are assigned.
- Daily food preparation and service assignments are determined by the cafeteria manager for each employee at that site and may change as needed.
- Shall be responsible for following all health and safety rules and regulations.
- Shall notify the cafeteria manager as early as possible when a substitute is needed.
- Shall dress in clean, white or pastel colors and wear aprons, hair nets or hats during the time they are preparing or serving food.
- Shall monitor food temperatures for safe serving of meals.
- Perform all other duties as may be assigned by the Superintendent or Assistant Superintendent of Schools.

PERSONAL HYGIENE EXPECTATIONS:

To ensure a safe and sanitary food service environment, all food service staff must maintain high standards of personal hygiene, including but not limited to:

1. Hand Hygiene
 - o Wash hands frequently with soap and warm water for at least 20 seconds.

- o Always wash hands before handling food, after using the restroom, touching raw foods, handling money, or any other potential contaminants.
- o Use gloves as required and change them regularly to prevent cross-contamination.

2. Personal Cleanliness

- o Maintain a clean and neat appearance at all times.
- o Bathe daily and use deodorant to prevent body odor.
- o Keep fingernails clean, trimmed, and free of nail polish or artificial nails.

3. Hair Restraint

- o Wear a hairnet, hat, or other approved hair covering while working in food preparation areas.
- o Beards and mustaches should be neatly trimmed and covered with a beard net if necessary.

4. Proper Attire

- o Wear clean and appropriate uniforms or work attire daily.
- o Avoid excessive jewelry (e.g., rings, bracelets, and watches) to prevent contamination.
- o Wear non-slip, closed-toe shoes for safety and sanitation.

5. Illness and Reporting

- o Do not report to work if experiencing symptoms of illness, such as fever, vomiting, diarrhea, or respiratory infections.
- o Notify a supervisor immediately if feeling unwell or if diagnosed with a contagious illness.
- o Follow all health and safety regulations regarding foodborne illness prevention.

By adhering to these hygiene practices, food service staff help ensure a clean and safe dining experience for customers and maintain compliance with health department regulations.

EDUCATION and/or EXPERIENCE: High School diploma or GED. Experience in meal preparation for mass setting is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Safe Serve Certification

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Staff.

TERMS OF EMPLOYMENT: Nine (9) month employee. Salary to be established by the Board of Education.