

**PIONEER CAREER AND TECHNOLOGY CENTER  
27 RYAN ROAD  
SHELBY, OHIO 44875**

**JOB DESCRIPTION  
FOR  
FOOD SERVICE EMPLOYEE**

**QUALIFICATIONS:** High school diploma/GED  
Prior experience in quantity cooking

**RESPONSIBLE TO:** Food Service Manager

**GENERAL DUTIES:** Provide student and staff population with nutritious,  
appealing, quality food on a timely basis.

**SPECIFIC DUTIES:**

1. Order food and supplies within time guidelines established by the Food Service Manager ensuring there are no outages
2. Communicate to Food Service Manager any outages, ensuing or immediate, as soon as realized
3. Coordinate efforts with other Food Service staff
4. Prepare food in accordance with guidelines established by Food Service Manager
5. Serve meals according to time guidelines established by administration while adhering to patterns established by State and Federal authorities
6. Maintain a safe, sanitary and orderly kitchen and storage areas at all times
7. Complete an accurate inventory at the end of each month along with any/all pertinent record keeping functions
8. Satisfactorily complete all special event functions assigned
9. Provide technical guidance to part-time cafeteria workers
10. Complete at least six (6) hours of annual continuing education training as set forth by USDA FNS-486 effective July 1, 2015.
11. Perform other duties as assigned by the Superintendent and/or his/her designee