Board-adopted
September 21, 2026

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

JOB DESCRIPTION
FOR
PART-TIME CAFETERIA/BANQUET WORKER

QUALIFICATIONS: Have a high school diploma or equivalent

RESPONSIBLE TO: Food Service Manager

GENERAL DUTIES: Provide cashier services or assist Food Service employees in preparing and serving food.

SPECIFIC DUTIES:

1. Prepare food according to established guidelines
2. Serve food or collect monies according to established guidelines
3. Maintain clean, safe and orderly kitchen at all times
4. Complete opening and closing duties as assigned by the Food Service Manager or their designee
5. Complete reports as assigned
6. Assume greater responsibilities when Food Service employee is absent
7. Perform other duties as assigned by the Superintendent and/or his/her designee