LAKOTA
LOCAL SCHOOLS

OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Position: CHILD NUTRITION PROFESSIONAL

Department: Child Nutrition

Fair Labor Standards Act Status: Non-Exempt (Hourly)

Contract: 184 Days

District Overview

Lakota Local School District is a vibrant and dynamic educational community, serving over 18,000 students. Everything we do is designed to provide a future-ready, student-centered learning experience for every single child.

Summary

The **CHILD NUTRITION PROFESSIONAL** is an individual contributor who supports daily cafeteria operations by assisting with food preparation, serving, cashiering, sanitation, and customer service. This position helps create a safe, welcoming, and efficient cafeteria environment where students can enjoy nutritious meals. Daily responsibilities may vary based on kitchen needs and student schedules.

Minimum Qualifications

- High school diploma or equivalent required.
- Ability to work effectively in a fast-paced environment and multitask.

Key Responsibilities

Food Preparation & Service

- Prepare food items such as sandwiches, wraps, salads, side items, and other menu offerings.
- Set up serving lines with food products and appropriate serving utensils.
- Serve food items to students in accordance with portion guidelines.
- Give attention to the attractive presentation and serving of food.

Cashiering & Point of Sale Operations

- Perform cashiering duties during meal service periods.

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- Accurately count U.S. currency and coin and reconcile cash drawers.
- Complete Point of Sale documentation and follow special diet notifications.
- Assist with compiling data for food production and service records.

Sanitation, Safety, & Compliance

- Clean and sanitize food preparation areas, equipment, storage areas, and cafeteria spaces.
- Assist with ware washing and operation of dish machines as needed.
- Rotate stock using FIFO (First In, First Out) methods.
- Maintain a quality sanitary operation in compliance with local health department regulations.

Professional Expectations

- Maintain a positive attitude and work cooperatively as a team member.
- Work effectively with minimal supervision.
- Demonstrate professionalism, appropriate work attire, and strong customer service skills.
- Use active listening and problem-solving techniques to resolve questions and concerns tactfully.
- Provide world class customer service.
- Answer all emails in a timely manner.
- Complete all Safe Schools training in a timely manner.
- Maintain strict confidentiality.
- Perform other duties as assigned by the supervisor or designee.

Knowledge, Skills, and Abilities

- Knowledge of basic food preparation techniques and safe food handling practices.
- Knowledge of sanitation standards, health regulations, and workplace safety requirements.
- Ability to follow written and verbal instructions accurately.
- Ability to perform basic math skills related to portioning and cashiering.
- Strong customer service, communication, and teamwork skills.
- Ability to remain professional and composed in a fast-paced environment.

Working Conditions

- Work is performed in a cafeteria and food service environment.
- Ability to lift up to 50 lbs.; bending, lifting, twisting, and repetitive motions required.

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- Exposure to hot surfaces, cleaning chemicals, and food service equipment.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the reasonable duties required by the employee's supervisor and/or appointing authority.

Lakota Local School District is an Equal Opportunity Employer

Board Approved: March 23rd, 2026.