Job Posting 2025-2026 School Year

Cafeteria Worker

187 Days

Lebanon City Schools

3-6 Hour Positions

Successful applicants must demonstrate the ability to work well with others and exhibit a desire to work and take direction from the Kitchen Managers. Previous quantity food production experience or related food service experience is required as well as a serve-safe certification. The successful candidate's assignment will be at **Lebanon City Schools** with the understanding that building assignments may change as necessary to maintain effective and efficient school district operations. Please see attached job description for further duties.

Interested persons should apply following the directions below

- Interested Applicants Complete an online application at: www.lebanonschools.org
    - From the Home Page, Click on Employment, Click Human Resources
    - Select All Vacancies. This will take you to the Greater Cincinnati School Application Consortium.
    - Locate the vacancy and, click on the Apply Button below the JobID # next to the position you are applying for and complete an on-line application.

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APRIL 14, 2026

LEBANON CITY SCHOOLS
JOB DESCRIPTION

Position: Food Service Staff/Cashier

Reports to: Food Service Supervisor, Kitchen Manager

Employment Status: Regular/Part-time

Contract Days: 187 Days

FLSA Status: Non-Exempt

Bargaining Unit: OAPSE

Description: Helps in lunch preparation, assists in serving foods or serves as cashier at lunchtime and helps with general cleanup duties. Bake a wide variety of items for the snack line. Help with laundry. Clean all cooking areas. Count money at the end of the day. Assist head cook when needed

NOTE: The lists below are not ranked in order of importance

Essential Functions:

- Ensure safety of students and staff
- Adhere to health department regulations
- Adhere to rigid sanitary standards in work and attire
- Follow the correct procedures of quality cookery, efficient serving, portion control, sanitation, maintenance of equipment, orderly housekeeping and safe workplace practices
- Follow rules, regulations, and policies of the school lunch program
- Receive payment for cafeteria lunches (including milk)
- Record number of lunches served to students and staff
- Assist the kitchen manager with meal preparation
- Assist with baked items and other food items
- Prepare and serve food in an attractive and tasteful manner
- Prepare sandwiches, hot and cold, casseroles, soups, pizzas, desserts, nachos, and other a la carte foods as needed
- Assist with regular inventories of raw food, materials and equipment as needed
- Restock milk when needed
- Take a milk count at the end of the meal and give to cashier
- Fill condiments when needed
- Assist with laundry
- Assist in the daily cleaning of all kitchen equipment
- Perform routine housekeeping duties such as mopping up water and spills, cleanup of serving counters, etc.
- Report the inferior quality of food or faulty equipment to the appropriate supervisor
- Straighten and put away stock in storage areas
- Fill out daily usage papers

- Record all leftover food on the daily work sheet and food report
- Prepare change before lunchroom opens
- Count receipts following lunch period and record totals
- Wrap money at the end of each day
- Restock milk when needed
- Fill condiments when needed
- Wash dishes by hand or dish machine
- Keep current list of free and reduced price lunches
- Maintain respect at all times for confidential information, e.g., free and reduced lunch students, health restrictions and issues, food or drink allergies
- Balance out daily worksheets and document if free/reduced meals go beyond building limits
- Ensure that appropriate paperwork is in cash box
- Complete daily work sheet
- Prepare the cash register for the lunch line on a daily basis
- Determine and collect the correct amount to charge for each individual meal or item
- Clear cash register; lock and date the register tapes each school day
- Audit the daily milk bill to ensure its accuracy
- Complete food services timesheets
- Count money in cash drawer and prepare cash drawer for next day's operation
- Keep records of all receipts and categorize them into children's lunches, free and reduced lunches, children milk, children a la carte and adult receipts
- Run total for each category at the end of each month and give to the Food Service Supervisor
- See that napkins, silverware, straws, and condiments are in ample supply during serving of students
- Help restock a la carte items and general cleanup as time permits
- Support and help new personnel in regard to job responsibilities
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Make contacts with the public with tact and diplomacy
- Respond to routine questions and requests in an appropriate manner
- Attend meetings and in-services as required
- Serve as a role model for students
- Carry over and enforce Board policies

Other Duties and Responsibilities:
- Perform other duties as assigned by the Food Service Supervisor, Kitchen Manager, Director of Special Services and Pupil Personnel, Superintendent or designee

Qualifications:
- High school diploma or general education degree (GED)
- One to two years related experience
- Must be bondable and able to operate cash register
- Ohio Driver's License
- Acceptable BCII report and FBI report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to work independently
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to read and understand verbal and written instructions, written warnings and labels
- Ability to operate a cash register as required
- Basic math/bookkeeping skills as required
- Knowledge of Café Terminal
- Ability to work quickly and efficiently during lunch periods
- Knowledge of various cooking procedures
- Experience cooking in large quantities
- Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training
- Basic knowledge in first aid

Equipment Operated:

- Cash register
- Café Terminal
- Computer/printer
- 10 key Calculator
- Copy machine
- Telephone
- Can opener
- Conventional oven/stove
- Dishwasher
- Food processor
- Grinder
- Knives
- Microwave
- Mixer
- Slicer
- Steamer
- Microwave
- Fryers
- Electric kettle and grills

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional working on hot days with no air conditioner
- Occasional operation of a vehicle under inclement weather conditions,
- Occasional interaction among unruly children
- Occasional requirement to travel, i.e., to pick up food or materials
- Occasional exposure to fumes or airborne particles
- Frequent exposure to loud noises
- Occasional overtime work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, stoop, and balance

- Frequent requirement to lift, carry, push, and pull up to a maximum of 50 pounds
- Frequent requirement to lift various food stuffs up to a maximum of 40 pounds
- Frequent excessive standing during assigned workday
- Frequent repetitive hand motions, e.g., operating cash register, cutting and grinding
- Occasional exposure to dangerous chemicals
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days

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 incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.