PLEASE POST

TO: Salem High School, Salem Junior High School, Buckeye School, Reilly School Southeast School, Bus Garage, Cafeteria Area of each building, Custodial Room of each building, Maintenance Department, Office of the Treasurer, OAPSE #215 President, and Office of the Superintendent

FROM: Office of the Superintendent
DATE: October 26, 2026
POSITION: Classified staff position starting the 2026/2027 School Year

Two and One Half (2 1/2) hours per day cafeteria worker (Tentatively @ High School)
Work hours are 11:00 a.m. – 1:30 p.m. when school is in session.

JOB DESCRIPTION: **Primary responsibility of the cafeteria worker is to perform the duties associated with working in the school cafeteria**

QUALIFICATIONS: Must have basic math skills not limited to multiplication and division, be reliable and prompt and have the ability to follow posted schedules; be flexible to work special functions that take place after hours and on weekends; have the ability to work with limited supervision; be willing to be trained in the Safe Serve and food program as required by the Health Department; maintain clean clothing and personal habits; work in a sanitary manner; demonstrate responsible behavior and care for all kitchen equipment; exhibit attention, kindness and consideration to students at all grade levels.

RESPONSIBILITIES:

1. **Set up serving lines with utensils, napkins, lunch trays, cups, etc.**
2. **Serve our customers (students, teachers, administrators, etc.) during meal periods.**
3. **Must have a thorough knowledge of portion control, serving utensils and menu requirements.**
4. **Display food items to customers in an attractive manner.**
5. **Assist with dish room or pot sink after serving.**
6. **Practice all safety techniques developed by the school district and The Nutrition Group.**
7. **Treat all customers in a professional and friendly manner.**
8. **Insure correct meal counts and complete all necessary paperwork as required on a daily basis.**
9. **If needed as a cashier be able to process breakfast and lunch line receipts each day.**
10. **Be physically able to lift 50 lbs. a minimum of 3 feet and/or push, pull or drag 50 lbs. a minimum of 50 feet.**
11. **Assist in food product rotation, inventory analysis, and distribution services.**
12. **Follow Board Policy, Administrative Guidelines, and the Negotiated Agreement for the operation of the food services department.**
13. **Perform all other duties as directed by the Food Service Director/Building Principal**
14. **Maintain respect at all times for confidential information, e.g., free and reduced lunch students.**

The deadline for this position is 3:00 PM on Tuesday, November 3, 2026.

Please contact the Superintendent's Office if you have any questions.
Letters of interest can be emailed to Terri Roberts at robertst@salem.k12.oh.us
or dropped off at the Superintendent's Office