



CITY OF CHILLICOTHE
LUKE M. FEENEY, MAYOR

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The City of Chillicothe Civil Service Commission will be accepting applications in order to establish an eligibility list for the following positions within The Chillicothe City School District

Chillicothe City School District: LUNCHROOM WORKER

Starting Hourly Rate: \$13.93 Hr.

APPLICATION PERIOD: 11/22/2019 - 12/6/2019

TESTING INFORMATION: Exam: Civil Service Test

Date: 12/19/2019

Time: 5:30 p.m.

**Location: Chillicothe High School Cafeteria
425 Yoctangee Pkwy, Chillicothe, OH 45601**

- You may obtain an application online at www.chillicotheoh.gov.
- Completed applications can be emailed to hr@chillicotheoh.gov, or mailed to City Administration Building, Human Resources, 35 S. Paint St. Chillicothe, OH 45601.

PLEASE NOTE ON YOUR APPLICATION WHAT POSITION(S) YOU ARE APPLYING FOR.

LUNCHROOM WORKER

Nature of Work:

Responsible for assisting in the preparation and serving of meals, and for cleaning cooking utensils and equipment.

Essential Job Functions:

- Cleans, peels vegetables and prepares for cooking
- Prepares salads, sandwiches, and desserts
- Cleans and prepares meals for cooking
- Washes pots, pans, trays, serving utensils, and disinfects all food preparation surfaces
- Thaws and serves food in the proper manner
- Holds and serves food at correct temperature, whether hot or cold
- Serves food to students as they pass by the serving counter
- Assists in baking (i.e., cookies and cakes)
- Assists with inventory and ordering
- May operate point of sale equipment or cash box, make and receive change, balance out register or box
- Maintains student confidentiality regarding Free and Reduced Lunch Program
- May count money at the end of the day and deposit the money in the bank
- May maintain lunchroom records and prepare simple reports
- May perform back-up for the cook/manager
- Attends inservice and training programs
- Perform other duties as assigned

Required Experience:

- Any combination of training and experience equivalent to the 10th grade.
- New employee must have passed Civil Service test and be on current list of qualified candidates.

**THE CITY OF CHILLICOTHE AND THE CHILLICOTHE CITY SCHOOL DISTRICT
ARE EQUAL OPPORTUNITY EMPLOYER**