

MARTINS FERRY CITY SCHOOL DISTRICT

NOTICE OF VACANCY

Title of Position _____ Server _____

Regular or New Position Bid _____ Regular _____

Building _____ High School/Middle School _____

Daily Hours _____ 8:30 am - 12:30 pm _____ Weekly Hours _____ 20 hrs. _____

Hourly Rate _____ 18.83 - 21.14 _____

Job Description _____ See Attached _____

BID SHEET MUST BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE DURING THE PERIOD BELOW:

Date Posted _____ August 27, 2026 _____

Application Deadline _____ September 3, 2026 - 2:00 p.m. _____

NOTICE: Employment is on an hourly basis, not a salary basis. Any salary computations shown above are for payroll purposes only and are not a contractual guarantee of the number of hours or days to be worked.

APPLICATION MUST BE SUBMITTED ON OFFICIAL BID SHEET.

BID SHEETS ARE AVAILABLE IN THE SUPERINTENDENT'S OFFICE.

MARTINS FERRY CITY SCHOOLS
SERVER
JOB DESCRIPTION

- Qualifications:
1. Experience in the preparation of school lunches or other large quantities of meals.
 2. Be clean and neat.
 3. Demonstrated aptitude for the work to be performed.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Employment Status: Part Time (number of hours dependent upon position)

FLSA Status: Non-Exempt

Reports To: Cook and Administrative Assistant

Job Goal: Helps in lunch preparation, assists in serving foods at lunch time, and helps with general clean up duties.

Responsibilities/Essential Functions:

1. Work under the direct supervision of the head cook.
2. Serve food to students and adults in the correct amount or portions whenever assigned.
3. Help with all kitchen activities or perform duties assigned. Wash and sterilize dishes, pots, pans, in such a manner as to meet all necessary health and sanitation regulations.
4. Work at any job assigned by the head cook and cooperate with her and any other co-workers.
5. Report early enough to perform duties efficiently and stay until duties are completed.
6. Help establish and maintain good public relations.
7. Perform other duties as may be assigned by the head cook, building principal or administrative assistant.

- I. Physical demands for this position include the following: standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, reading, handling, speaking, hearing, seeing depth perception, seeing color vision, and repetitive hand action.
- II. Potential safety hazards of this position to be aware of:

This list is not inclusive:

- Bloodborne pathogens
- Unruly students/adults
- Slips/falls
- Falling objects
- Lifting
- Hazardous chemicals/Materials
- Ladders
- Electrical
- Kitchen appliances
- Cuts
- Burns
- Occasional operation of a vehicle under inclement weather conditions.

SERVER
JOB DESCRIPTION
MARTINS FERRY CITY SCHOOLS

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

(Signature)

(Date)