

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **September 10, 2014**
NO: **BE5-14**

CLASSIFICATION TITLE
CAFETERIA COOK
(Canton Board of Education)

STARTING HOURLY RATE
\$12.13

FILING OF APPLICATION

Application must be made on the regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Avenue SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government", "City Services", "Civil Service", then on "View School Jobs". Application, driver's license copy, current resume, and any other documentation pertaining to this position must be received by our office no later than **Wednesday, September 24, 2014 at 4:00 p.m.**

EXAMINATION – THURSDAY, SEPTEMBER 25, 2014

CHECK-IN: 4:30 p.m. (no applicant will be admitted after 4:30 p.m.)
EXAM: Immediately following check-in
LOCATION: Canton Civic Center, McKinley Room, 1101 Market Avenue North, Canton, OH 44702
SCOPE: A written examination will consist of general knowledge questions on cooking practices including food preparation, safety and sanitation, child nutrition, cooking math and measurement, and other related areas. A 70% passing point will be used.

This is an **open** examination. To be eligible for this position, all candidates must show that they are a reliable worker and be a U.S. citizen, or have legally declared their intention of becoming a U.S. citizen. All candidates must be a high school graduate or possess a GED. This examination is appropriate for persons having at least one (1) year of full-time work experience in quantity food preparation (**one (1) year of Canton Board of Education food service qualifies**).

MINIMUM TRAINING AND EXPERIENCE REQUIREMENT

All applicants must be a high school graduate or possess a GED. ALL candidates must have at least one (1) year full-time work experience in quantity food preparation (experience with Canton City School Food Service meets this requirement).

Since this position of employment is in a school setting, all applicants must be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants must not have been convicted of a felony in this, or any other state, nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

******IMPORTANT NOTICE TO VETERANS******

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than 180 days of active duty service pursuant to an executive order of the president of the United States or an act of congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

RESIDENCY BONUS

Applicants who have resided within the Canton City School district for at least six (6) months or longer immediately prior to testing will receive 5% additional credit, provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list for a period of one (1) year in accordance with your score. Preference in employment will be given in accordance with your final ranking.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card to the examiners. **PERSON UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

DUTIES

Under the general supervision of the Cafeteria Manager, the Cafeteria Cook is responsible for maintaining a high standard of food preparation for a Canton City School cafeteria. In the absence of the Cafeteria Manager, the cook is responsible for checking devices, assist in reordering food supplies, taking messages, storing leftover foods, may develop and standardize recipes, turning off equipment, and locking of storerooms, coolers, and freezers, etc.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**