



**Position:** Cashier

**Reports to:** Food Service Supervisor

**General Responsibilities:** Under general supervision, perform routine food service activities related to the sale of food to students and staff.

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

**Essential Functions**

Responsible for daily cash handling and preparing daily cashier reports.
Operate the cash register and train others on the use of the cash register.
Operate a computer terminal to access the lunch software program (Pay Schools program) and print reports.
Set up counters and the menu board for lunch
Maintain and restock the serving line between lunches.
Assist in the operation of the dish machine.
Clean and refill daily condiment containers.
Perform related duties as assigned.
Count and prepare daily deposits and maintain food service department banking records.

**Other Duties and Responsibilities**

Perform other duties as assigned by the Head Cook and Food Services Director

**Required Knowledge, Skills, and Abilities**

Ability to work effectively with others
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 work quickly and efficiently during lunch periods
Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training
Ability to read and understand verbal and written instructions, written warnings and labels

**Minimum Qualifications:**

- BCI&I and FBI check
- Basic knowledge of kitchen utensils and equipment and food handling techniques and kitchen sanitation.

**Required Knowledge, Skills, Abilities:**

- Ability to operate appliances found in school cafeterias.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with other.
- Be flexible

**Physical Requirements**

- Lifting heavy canned food cases
- Stooping and bending

- Dexterity to operate various kitchen equipment and utensils
- Ability to reach overhead to store food and related materials

Possess the physical ability to lift equipment and materials used in performing the functions of this position.

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, at the appointing authority.

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.

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