

EPHRATA AREA SCHOOL DISTRICT
Ephrata, PA



Position Title: Cashiers, Dishwashers, Food Preparers,
Servers, and Monitors
Department: Food Services
Reports To: Kitchen Manager & Director of Food Services
FLSA: Non-Exempt
Revised: June 2017
Revised: November 2022

POSITION PURPOSE:

To help in the preparation and serving of breakfast and lunch to the student body and staff in a sanitary, efficient, and friendly manner. Position includes cashier, dishwashing, monitoring, and cleaning duties.

ESSENTIAL FUNCTIONS (May Include, but not limited to):

- Assist in the preparation and serving of food items for the food service program.
- Read and accurately follow recipes and utilize appropriate weight and measurement tools to meet the HHFKA and NSLP breakfast and lunch requirements.
- Ensure required quantities of breakfast and lunch are prepared with great attention to quality and eye appeal.
- Assist in achieving food cost goals through proper recording of product used, waste reduction, rotation, recipe adherence, and portion control, etc.
- Maintain kitchen and serving areas in clean, safe, and sanitary condition, following all HACCP guidelines, and standing operating procedures.
- Correctly identify NSLP breakfast & lunch meals and offer vs. serve to accurately meet state & federal reimbursement requirements.
- Collect money for meals and a la carte sales and account for meals served.
- Ability to learn computer accounting/POS system.
- Clean dishes, pots, pans, and equipment as needed.

- Maintain high standards of cleanliness and orderliness of the assigned operational area and perform other cleaning duties as assigned.
- Responsible to Building Principal and Kitchen Manager for maintaining an orderly cafeteria with respect to noise level, students arriving, dismissing students after proper lunch time length, students needing assistance and behavioral issues. (Monitors @ Elementary only)
- Cultivate and model a respectful and team-oriented working and learning environment.
- Any other duties assigned to ensure we are successful in fulfilling our main purpose of providing breakfast and lunch to our students, may include manager duties when manager is absent.

KNOWLEDGE & SKILL REQUIREMENT

Education:	High school diploma or its equivalent
Certification:	Serve-safe certification preferred, but not required
Experience:	Possess knowledge of cooking materials and methods, of kitchen equipment and how it operates and of sanitation and chemical use
Language Skills:	Ability to effectively work harmoniously with others and communicate with students, parents and school personnel from diverse cultures or backgrounds
Mathematical Skills:	Ability to add/subtract and make correct change with cash sales and correctly tally cash drawers
Reasoning Skills:	Ability to think on your feet and make sound decisions in a fast-paced environment
Other Skills & Abilities:	Demonstrate good interpersonal skills including neat and clean appearance.

WORKPLACE EXPECTATIONS:

- Must demonstrate regular and punctual attendance.

- Must interact positively with administration, students, staff, parents, and community members.
- Must demonstrate professionalism and appropriate judgment in behavior & speech and dress in a neat, clean, and professional manner.
- Must follow all District policies, work procedures and reasonable requests by proper authority.
- Must maintain the integrity of confidential information within the Business Office.
- Follow established protocols as outlined in Student/Faculty/Support Staff handbooks

ESSENTIAL PHYSICAL REQUIREMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to twenty pounds. The employee may frequently drive to various locations within the district. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc.

TERMS OF EMPLOYMENT

Ten-month schedule. Salary and hours are in accordance with current schedule.

CUSTOMER SERVICE STANDARDS

Our interaction with customers, both internal and external, tells them about our priorities and how we value them as partners. To ensure that our interactions serve to strengthen relationships and promote the public image of the Ephrata Area School District, all employees should:

- Be extremely polite and listen to other perspectives
- Keep your promises and commitments to others
- Always give a little more than is expected

EMPLOYEE STATEMENT

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodations(s) to fulfill any or all these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Name (Print)

Date

Employee Signature

EASD Representative

Date