

Princeton City School District Job Description

Job Title: Food Service Worker/Cashier
Reports To: Cafeteria Manager
FLSA Status: Classified
Revised Date: March 17, 2009

JOB GOAL

The Food Service Worker/Cashier will assist in food preparation, serving and clean-up and will accurately receive and record all monies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Does accurately complete food production records.
- Does clean equipment and work areas.
- Does set up serving counters and serve food.
- Does operate kitchen and serving equipment.
- Does assist in the preparation of main dishes, baked goods, vegetables, sandwiches, salads, desserts, etc.
- Does perform or assist with other duties as assigned.
- Does receive, count and receipt money from all curricular activities, student activity groups and the high school lunch room daily.
- Does perform a second count on all lunch line cash registers daily.
- Does prepare bank deposits for building and activity receipts and lunchroom receipts daily.
- Does prepare daily lunchroom report form.
- Does perform or assist with other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Knowledge of district selected software is required.

- Must be at least eighteen years of age.
- Must be able to read and write.
- Must be bondable.
- Must be able to count and record information.
- Must satisfy all job related attendance requirements.
- Must satisfy all job-related medical and physical ability standards.
- Must satisfy all job related training requirements.
- Must be able to move around considerably but also to remain in a fixed location for a period of time.
- Must be suited for situations that require adherence to rules and procedures, and also flexibility to use own code of ethics in decision-making.

FOOD SERVICE WORKER/CASHIER (continued)

- Must be suited for situations that require advance planning, as well as flexibility to adapt to new situations or react to emergencies.
- Must be able to work alone or interact well with other people.
- Must be suited for situations that require the ability to relate to others without being overly demanding or overly tolerant.
- Must be suitable for situations that require very high cooperation with others in a team environment.
- Must be suited for situations that require the ability to handle average stress, tension, pressure, criticism, and rejection, but also to be sensitive and empathic.
- Must be able to work in one place long periods of time.
- Must be suited for situations that require adherence to rules and procedures, as well as some latitude for using own code of ethics in decision-making.
- Must be suited for situations that require a very high degree of organization and attention to detail.
- Must be suited for situations that require a high amount of socializing and interaction with people.
- Must be suited for situations that require the ability to tolerate very trying circumstances and factors thereto.
- Must be able to take instructions or directions from others; yet also be able to express one's thoughts and ideas to and through others.
- Must be able to handle a high amount of stress, tension, difficult work conditions and pressure.

EQUIPMENT

Cash registers, calculators, coin changers, hand counters, typewriters, toaster(s), knives, exhaust hood(s), griddle(s), range(s), coffeepot(s), microwave oven(s), garbage disposal(s), proofing cabinet(s), cart(s), warming equipment, food processor(s), mixer(s), slicer(s), steamer(s), dishwasher(s), fryer(s), oven(s).

EDUCATION AND/OR EXPERIENCE

High school diploma required.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities with this position.

LANGUAGE SKILLS

Ability to communicate effectively with students, parents, teachers, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community.

OTHER SKILLS AND ABILITIES

Ability to perform duties with awareness of district requirements and Board of Education policies.

FOOD SERVICE WORKER/CASHIER (continued)

PHYSICAL DEMANDS

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, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

PHYSICAL ABILITIES

(food service worker)

Upper lift strength	High	50 pounds
Upper lift endurance	High	25 pounds
Lower lifting strength	High	50 pounds
Lower lift endurance	High	25 pounds
Carry strength	High	50 pounds
Carry endurance	High	25 pounds
Push/pull strength	High	40 pounds
Push/pull endurance	High	40 pounds
Ambulating endurance	High	
Standing work tolerance	High	180 minutes
Gross body coordination	High	
Standing balance	High	
Manual dexterity	High	
Finger dexterity	High	
Arm-hand steadiness	High	
Near vision	High	
Hearing	High	

(Cashier)

Upper lift strength	High	15 pounds
Lower lifting strength	High	15 pounds

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high.

- Working in proximity to toxic or caustic substances *Frequently*.

- Working in proximity to flammables or explosives *Occasionally.*
- Working in proximity to moving mechanical parts *Frequently.*
- Working in noisy areas *Frequently.*
- Working with objects having vibration *Occasionally.*

FOOD SERVICE WORKER/CASHIER (continued)

- Working in wet conditions *Frequently.*
- Working in hot temperatures *Frequently.*
- Working in cold temperatures *Occasionally.*
- Working with repeated hand or wrist movements *Frequently.*

TERMS OF EMPLOYMENT

Salary and work year to be established by the Board of Education.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.