



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Production Specialist-Cashier/Cook

Wage/Hour Status: Non-exempt

Reports to: Child Nutrition Manager or Designated Representative

Pay Grade: AU01, 175 Days

Dept./School: Child Nutrition

Date Revised: March 2025

Primary Purpose:

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices. Responsible for proper cash handling and recognition of a reimbursable meal.

Qualifications:

Education/Certification:

High school diploma or equivalent - preferred

Special Knowledge/Skills:

Must be proficient in the English language to effectively communicate in the workplace

Ability to understand verbal instructions and written work-related documentation such as manuals, recipes, and safety rules

Ability to operate large and small kitchen equipment and tools

Must be able to perform basic arithmetic operations requiring addition, subtraction, multiplication, and division

Computer skills - preferred

Experience:

None required. Training will be provided on the job as an on-going endeavor without regard to length of service or skills.

Major Responsibilities and Duties:

1. Prepare and assist with the preparation of menu items within a given time frame as outlined on the food production record or as instructed by the manager.
2. Follow standardized recipes and be able to increase or decrease quantity with accuracy.
3. Prepare service lines with proper serving utensils and ensure full responsibility for garnishing in a way that will enhance the overall eye appeal.
4. Perform all tasks within a given time frame and serve customers with a reasonable degree of speed.
5. Properly make change without the use of a cash register.
6. Recognize reimbursable meal requirements and properly key and charge meals.
7. Properly account for adult meals and a la carte sales.
8. Assist the manager in maintaining the precise food production records by consistently and accurately reporting any additional foods prepared or discarded.
9. Assist in the clean-up process (putting food away, washing pots and pans, sweeping and mopping, putting stock away, carrying trash out, etc.).
10. Demonstrate sound safety and sanitation practices.
11. Present an image of professionalism by following department guidelines for personal hygiene and dress code.
12. Recognize and complete tasks without supervision.
13. Demonstrate a positive attitude, flexibility, and be willing to perform any additional duties as assigned by the manager.
14. Verify and document starting bank daily.
15. Monitor overages and shortages, documenting mistakes as they occur.
16. Participate in breakfast and lunch promotions.
17. Promote teamwork and interaction with fellow staff members.
18. Maintain personal appearance and hygiene.

Supervisory Responsibilities:
None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit-based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

Signature indicates acknowledgement of the receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #