

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
August 6, 2025

2025-26

Job Title:	Cashier/Kitchen Assistant	Salary:	\$19.03/hr – Negotiations in Progress
Reports To:	Building Administrator	Range:	2
Location:	Soldotna High School	Hrs/Day:	4.5 hrs/day
	Soldotna, Alaska	# Days:	177

Job Purpose: To assist the Manager with preparing and cooking large quantities of food, cleaning assigned kitchen work areas, and efficiently and accurately cashier for the school student nutrition program.

Duties, Responsibilities, and Accountabilities:

1. Cashiering: Collects money to be applied to student and adult meal accounts. Operates an electronic cash register during the meal period. Balances daily cash sales and prepares a daily bank deposit and amount electronically entered into the District finance system. Prepares cashier reports and related paperwork to be sent weekly to the Student Nutrition office.
2. Kitchen Assistance: Food Preparation and Service: Prepares and serves a variety of foods as directed by the kitchen manager; completes accurate food production records; utilizes work simplification techniques and practices cost containment methods; operates and maintains a variety of kitchen equipment in an efficient, effective, and safe manner.
3. Sanitation: Cleans, sanitizes, and properly stores all kitchen appliances, equipment, utensils, and cookware after each use; regularly cleans and sanitizes assigned kitchen work areas.
4. Teamwork: Performs other related duties as required or assigned by the Administrator, Student Nutrition Supervisor, and Kitchen Manager. Works cooperatively with the kitchen manager, Administrator, Student Nutrition Supervisor, school staff, students, and visitors.

Knowledge, Skills, and Abilities:

1. Requires knowledge, skill, and success in preparing, storing, and serving various foods daily using standardized, quantity recipes.
2. Requires demonstrated skill in organizing work and the ability to follow instructions.
3. Requires physical ability to lift cases and pans of food for preparation and service.
4. Requires knowledge of all kitchen functions and ability to operate and care for the following equipment: pressure steamer, convection oven, food chopper, food slicer, dishwashing machine, and steam table.
5. Requires knowledge and demonstrated skill in quantity food service safety and sanitation standards, procedures, and regulations.
6. Requires knowledge of basic cleaning methods and willingness to perform them in the kitchen facility. Requires basic knowledge and skill in kitchen sanitation and food safety.
7. Requires a working knowledge of the school lunch accountability regulations and sales and cash control procedures. Requires the ability to use an electronic cash register.
8. Requires demonstrated skill in keeping accounts, preparing ticket sales records, preparing accurate written reports, and performing bank transactions.
9. Requires the ability to complete written forms.
10. Knowledge of the division of responsibilities and lines of communication within the kitchen, school, and district.
11. Requires patience, willingness, and skill when interacting with kitchen co-workers, school staff, and students.

12. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and the ability to work cooperatively with others.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurements, volume, and distance.

Reasoning Ability: Applying common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Ability to work in a friendly manner with co-workers and students. Ability to perform the job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and repeat the same hand, arm, and finger motion many times while operating a cash register. The employee must occasionally lift and move up to 50 pounds, such as milk crates, frozen foods, and canned food. Specific vision abilities required by this job include close vision, depth perception and peripheral vision, and color vision.

Work Environment: While performing the duties of this job, the employee occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with the public and other workers. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury, such as a cut or burn, while performing the duties of this job.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

TO APPLY: Must have a complete application on file.

PLEASE CONTACT: Kenai Peninsula Borough School District
Human Resources
148 North Binkley
Soldotna, AK 99669

LAST DAY TO APPLY: Until Filled

WE ARE AN EQUAL OPPORTUNITY EMPLOYER