

JOB DESCRIPTION

JOB TITLE: Food Services Cashier- Worker II**ORIGINAL DATE:** December 2005

REVISED DATE: May 2013
February 2025**REPORTS TO:** Food Service Technician- Supervisor**DEPARTMENT:** Food Services

SUPERVISES: None

Basic Function and Scope of Responsibilities:

The job of the Food Services Worker II is done for the purpose(s) of providing support to the food service activities of the food service program at an assigned school location; prepares and serves meals to students; operates the Point of Sale (POS) terminal; handles and collects cash for meals and/or snack items; assists in the completion of daily paperwork and deposit information; and cleaning the kitchen/cafeterias in accordance with District policies, local, state, and federal requirements.

ESSENTIAL FUNCTIONS:

- Assists with the preparation and serving of meals, beverages, and/or snacks; follows proper meal standards and meal pattern requirements for a reimbursable meal, standardized recipes, instructions, and portion control methods.
- Assists with inspections of food and supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Performs daily clean-up procedures in the cafeteria and kitchen (dishes, sweeping, mopping, use of automatic floor scrubber, emptying refuse, etc.).
- Performs basic cashiering duties including counting cash; making correct change; operates the POS terminal; enters monies received into appropriate account accurately; collects cash for sales of meals and/or snacks; and completes required daily reports
- Reconciles cash; prepares daily operation paperwork, daily cash report and bank deposit slip, including verifying deposits slips with cash to be deposited; and works closely with the manager to assure meal counts and deposits are accurately recorded and maintained
- Maintains a high level of ethical and professional standards.
- Perform other duties as assigned.

* Reasonable accommodations may be made to individuals with disabilities

EDUCATIONAL REQUIREMENTS: *(R) if required or (P) if preferred*

- High school diploma or equivalent (R)

EXPERIENCE, AREA(S) OF STUDY AND/OR LICENSURE(S): *(R) if required or (P) if preferred*

- Food Service Worker Certification (R)
- Working knowledge/prior experience in food service operations (P)
- Prior Cashiering Experience (P)
- Valid Fingerprint Clearance Card (R)

KNOWLEDGE, SKILLS AND ABILITIES: *(R) if required or (P) if preferred*

- Ability to multitask; understand multi-step and oral instructions (R)
- Ability to operate basic food service institutional equipment (R)
- Good customer relation skills (R)
- Knowledge of food safety and HACCP procedures (R)
- Ability to write, read, communicate, comprehend instructions, and correspondence (R)

*Such alternatives to the above as the Board may find appropriate and acceptable.

TERMS OF EMPLOYMENT:

Non-Exempt: 9-months

Salary and employment terms based on the Classified Hourly Placement Chart as established by the Governing Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with District policy.

PHYSICAL ACTIVITIES AND VISUAL ACUITY:

Heavy work: The usual and customary methods of performing the jobs functions require the following physical requirements: exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. The physical activities include: carrying, pushing, and/or pulling, stooping, reaching, standing, walking, lifting, significant fine finger dexterity, grasping, feeling, talking, hearing, and repetitive motions.

The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

WORKING CONDITIONS:

Moderate: Working conditions include working in an outdoor environment and the employee is subject to seasonal heat, cold and adverse weather conditions. The worker may be subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Reviewed: _____ Date _____