

JOB DESCRIPTION

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| JOB TITLE: | PART-TIME CASHIER – (BREAKFAST) |
| LOCATION: | MIFFLIN COUNTY HIGH SCHOOL |
| REPORTS TO: | KITCHEN MANAGER |
| ASSIGNED TIME: | 7:15 A.M. – 9:15 A.M. |
| QUALIFICATIONS: | High School Diploma or GED equivalent. Ability to read and have arithmetical skills to work with money, accuracy in counting. Successfully pass: Medical Exam, I-9, Act 34, Act 151 and Act 114 Clearance. Experience: Training as Cashier - Understand requirements of Daily Reports. |
| 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/finger motion many times as in operating a cash register. The employee must occasionally lift and/or move up to 50 pounds, such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision and color vision. |
| WORK ENVIRONMENT: | While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. |

DUTIES AND RESPONSIBILITIES

1. Must administer free and reduced-price meals according to master list.
2. Account for all meals served.
3. Balances cash boxes change fund and maintains accurate records, using POS computer system.
4. Prepare daily record sheets and sends to Food Service Supervisor's office daily.
5. Counts milk received and records milk usage.
6. Maintains the cleanliness and sanitation of the milk coolers. Clean Coolers weekly.
7. Assists in various food preparation serving or cleaning duties as directed by the Cafeteria Kitchen Manager or Person in Charge, including cleaning of counters and lunch tables, pots and pans, trays, dishware, food preparation and eating utensils.

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DUTIES AND RESPONSIBILITIES (Cont'd.)

8. Demonstrates the ability to create goodwill among all personnel and help maintain all established school policies and procedures.
9. Perform other duties relating to Food Service as assigned by the immediate supervisor.

TIME SCHEDULE

SCHOOL: MIFFLIN COUNTY HIGH SCHOOL

NAME:

HOURS: 7:15 A.M. - 9:15 A.M.

Check Milk delivery -- Sign Invoice-- Check Paper Supplies -- Set up Cash Drawer

Cashier -- Breakfast - accounting for all meals served using computer system.

Complete Daily Report. Assist in dish washing. Kitchen clean-up as directed.