

## **JOB DESCRIPTION**

JOB TITLE:	PART-TIME CASHIER - ELEMENTARY SCHOOL
LOCATION:	INDIAN VALLEY ELEMENTARY/INTERMEDIATE SCHOOL
REPORTS TO:	PRODUCTION KITCHEN MANAGER
ASSIGNED TIME:	10:45 A.M. – 1:45 P.M.                      Lunch - own time
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, Act 114 and Act 168 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. Accounts for all meals served during the lunch period.
2. Must administer free and reduced price lunches according to master list.
3. Balances cash drawer funds and maintains accurate records.
4. Count and tabulate milk usage.
5. Clean and sanitize milk cooler weekly.
6. Maintain cleanliness and sanitation of area assigned and cleanliness of person.

## **JOB DESCRIPTION**

### DUTIES AND RESPONSIBILITIES (Cont'd.)

7. Perform other duties relating to the Food Service Department as assigned by the person in charge.
- A. Assists in Kitchen Cleanup as assigned.
  - B. Participates in the preparation of meals for special activities.
  - C. Attend relevant meetings and training sessions.
  - D. Demonstrates the ability to create goodwill among all personnel and help maintain all established school policies and procedures.

### TIME SCHEDULE

SCHOOL: PART-TIME CASHIER - ELEMENTARY SCHOOL

NAME:

HOURS: 10:45 A.M. – 1:45 P.M. Lunch own time

Check Milk--Paper Supplies--Set up Cash Drawer, Assist in portioning food, pots & pans. Set up condiments. Set up Computer for daily service.

Cashier -- Lunch #1, #2, #3

Pots & pans or Dish room or Lunch room cleanup as assigned.

Cashier--Lunch #4, #5, #6

Complete Daily Report. Pots & pan clean up. Wash Lunch room tables. Kitchen Cleanup. Mop floor area.