

<p align="center"><b>Mifflin County School District</b></p> <p align="center"><b>201 Eighth Street, Highland Park Lewistown, PA 17044</b></p>	<p align="center"><b>PART-TIME Café – Breakfast Server-Cashier Lewistown Intermediate School</b></p> <p align="center"><b>Job Description</b></p>
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**Title:** PART-TIME Café – Breakfast Server-Cashier, Lewistown Intermediate School

**Supervised by:** Food Service Supervisor

**Reports to:** Person in Charge

**Assigned Time:** 7:30 am - 8:45 am

**Duties and Responsibilities:**

1. Must administer free and reduced-price meals according to master list.
2. Account for all meals served.
3. Balance cash drawer funds and maintains accurate records, using POS computer system.
4. Prepare daily record sheets and sends to Food Service Supervisor's office daily.
5. Assists in serving line during breakfast period, serving proper portions and maintaining food supplies.
6. Count milk received and record milk usage.
7. Maintain the cleanliness and sanitation of the milk coolers. Clean Coolers weekly.
8. Assist 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.
9. Demonstrates the ability to create goodwill among all personnel and help maintain all established school policies and procedures.
10. Perform other duties relating to Food Service as assigned by Person in Charge or Food Service Supervisor.
11. Attend relevant training sessions as directed by Food Service Supervisor

**Qualifications:**

High School Diploma or GED Equivalent. 1 year Food Service Experience.  
Successfully pass: Health Exam and TB testing, Act #34, Act #151, Act #114, and Act 168  
Form/Release Clearance. Promote goodwill for all students and staff. Three (3) years Quantity  
Food Service experience preferred but not required.

**Physical Demands:**

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to walk/move throughout the work environment

**Work Environment:**

- Subject to inside/outside environmental conditions

**Sensory Abilities:**

- Visual acuity and auditory acuity

**Temperament:**

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

**Cognitive Ability:**

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

**Specific Skills:**

- Must possess conflict mediation skills

**Terms Of Employment:** Benefits in accordance with the Association of Mifflin County  
ESPA/PSEA/NEA Collective Bargaining Agreement, Up to 182 days per year

**Evaluation:** Annually by Supervisor