

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

Supervised by: Food Service Supervisor

Reports to: Person in Charge

Assigned Time: 10:30 am – 1:30 pm (Lunch on own time)

Duties and Responsibilities:

1. Account for all meals served during the lunch period.
2. Must administer free and reduced price lunches according to master list.
3. Balance cash drawer funds and maintain accurate records, using POS computer system.
4. Prepare daily record sheets and send to Food Service Supervisor's office daily.
5. Count milk received and record milk usage.
6. Maintain the cleanliness and sanitation of the milk coolers. Clean Coolers weekly.
7. Maintain cleanliness and sanitation of area assigned and cleanliness of person.
8. Perform other duties relating to Food Service as assigned by Person in Charge or Food Service Supervisor.
 - A. Assist in kitchen cleanup as assigned by Person in Charge, including cleaning of floors, counters and lunch tables, pots and pans, trays, dishware, food preparation and eating utensils.
 - B. Participate in the preparation of meals for special activities.
9. Demonstrate the ability to create goodwill among all personnel and help maintain all established school policies and procedures.
10. 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