

**Mifflin County  
School District**

**201 Eighth Street, Highland Park  
Lewistown, PA 17044**

**Part-time Breakfast Cashier,  
Prep, Server/Dishwasher**

**Mifflin County Junior High**

**Job Description**

**Title:** Part-time Breakfast Cashier, Prep, Server/Dishwasher

**Supervised by:** Food Service Supervisor

**Reports to:** Kitchen Manager

**Assigned Time:** 7:15am – 10:30, 11:00 – 1:30 pm

**Duties and Responsibilities:**

1. Set up for the breakfast meal
2. Must administer free and reduced price meals according to master list.
3. Operate computer at point of sale during breakfast, accounting for all meals served.
4. Balance cash boxes, change fund and maintain accurate records, using POS computer system.
5. Prepare daily record sheets and send to Food Service Supervisor's office daily.
6. Count milk received and record milk usage. Maintain the cleanliness and sanitation of the milk coolers. Clean out coolers weekly.
7. Prepares food of assigned responsibility - exercising production of highest quality and proper quantity according to standardized menus, recipes, and production records.
8. Regulates work so that all foods are prepared and ready to serve for serving time. Practice batch preparation for freshest food served.
9. Assists in various food preparation, and operates equipment such as dish machine, slicers, steamers, ovens, and *computers*. Portioning of food as directed by Kitchen Manager.
10. Assists in serving line during lunch period, serving proper portions and maintaining food supplies.
11. Assists in preparing leftover foods for storage and return to Production Kitchen.
12. Cleans assigned work area and equipment, including pots and pans, trays. Use of dish machine, utensils and serving equipment. Sorts and stores items in proper place.
13. Cleans other areas, including sweeping and mopping of floors, as assigned by Kitchen Manager.
14. Maintain cleanliness and sanitation of area assigned and cleanliness of person.
15. Performs other duties relating to the Food Service Department as assigned by the Food Service Supervisor or Kitchen Manager.
16. Attends relevant meetings and training sessions.
17. Demonstrates the ability to create goodwill among all personnel and help maintain all established school policies and procedures.

**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