



## Cashier/Server

### Job Description

**Reports to:** Kitchen Supervisor

**Location:** Multiple schools

**Evaluated by:** Kitchen Supervisor

**Evaluation period:** Annual

### **Qualifications:**

High School Diploma or GED

Ability to become *ServSafe*® certified and/or other approved food safety certification

Food Service experience preferred

Knowledge of POS system preferred

**Purpose of Position:** This position assists in any area of food preparation and service in the school kitchen; assumes shared responsibility for operation of the cafeteria; maintains the kitchen in a safe and sanitary condition; practices excellent customer service; and successfully operates the point of sale system. Cashiers/Servers are responsible for understanding basic principles of the federal and state procedures for claiming meals and for providing instruction and training to other food service employees as assigned.

### **Responsibilities and Duties:**

- Reports to work on time and is not absent frequently.
- Follows established rules and policies.
- Prevents discrimination by protecting the identity of students receiving free and reduced price meal benefits.
- Prepares food according to the highest standards of control for quality, efficiency and food safety.
- Serves or cashiers as directed and trained. Trains other staff as directed.
- Sets up and displays serving line in an attractive and efficient manner.
- Washes pots, pans, utensils and other equipment as directed. Follows established and assigned cleaning schedule duties.
- Maintains health, safety and sanitation standards for staff, students and equipment at all times.
- Understands and adheres to all federal guidelines. Is Responsible for understanding the basic principles by which the School Breakfast and Lunch Programs are operated and keeps up to date on current issues and trends by attending mandatory meetings.
- Ensures that meals are ready to serve at the time(s) established by the building administrator. Develops excellent time management skills.
- Maintains a professional and courteous attitude with fellow employees, staff and students.
- Practices exceptional customer service, including support of marketing and promotions.
- Works well with students.
- Accurately completes any production records that have been assigned.
- Performs all duties and responsibilities in an ethical and professional manner.
- Other duties as assigned by a supervisor.

### **Language Skills**

- Ability to read and comprehend simple instructions, short printed correspondence and email correspondence.
- Ability to write simple correspondence and email.
- Ability to effectively present information in one-on-one and small group situations to customers and employees.
- Ability to effectively communicate in spoken English.

**Mathematical Skills:**

- Ability to add, subtract, multiply and divide numbers accurately.
- Ability to perform these operations using units of money, weight and volume.

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out detailed but basic written or oral instructions.
- Ability to problem solve effectively.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 stoop, kneel, crouch or crawl. The employee continuously uses hand strength to grasp tools or utensils. The employee must be able to move/lift up to 35 pounds such as milk crates, cases of frozen or canned food, portable equipment, etc. Specific vision abilities required by this job include close vision, depth perception and peripheral vision and color vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 positively with the public and other workers. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

**Terms of Employment:**

180 days

Wage Rate Range: \$8.85 to \$11.27 per hour.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

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