

JOB INFORMATION

Job Title:	Barista
Version Date:	01/13/2015
Salary Grade:	\$15.10-\$32.27
Category:	Clerical
Department:	Nutrition Services
Work Year:	156 Day Employee
FLSA Classification:	Non-Exempt

JOB SUMMARY

The main objectives of this position are to operate a smooth/productive nutritional service department and to serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

Essential Functions

Essential Function	% TIME
Responsible to and works under the direction of the Nutrition Services Manager (NSM) , and Assistant Nutrition Services Manager (ANSM) .	5%
Responsible for knowing and implementation of the point of service software programs and the student roster system.	15%
Responsible to run reports on point of service program and be able to read and understand the reports.	10%
Responsible for pre-approval of free and reduced lists/records throughout the year.	12%
Responsible for preparing daily deposit and making sure it is deposited each day.	5%
Responsible for giving accurate change and the proper handling of money.	10%
Works with employees in nutrition services to make sure they understand their assignments. Under the direction of the DECA teacher, manages opportunities for apprenticing students in the area of nutrition services	5%
Trains new personnel and improves the basic skills of all employees.	2%
Limited food preparation/cooking as directed by (NSM) and the (ANSM)	10%
Checks food following the <u>Offer vs. Serve Guidelines</u> .	13%
Responsible for the use of correct serving utensils as per the production control guide.	5%
Maintains sanitary conditions and orderliness in the kitchen, coffee shop, and storeroom at all times, including proper storage of foods at all locations.	5%
Confers with the (nsm) on any personnel problems.	1%

Reports immediately to the (NSM) or the (ANSM) any problems or accidents occurring in nutrition services or on cafeteria premises.	1%
Performs such other tasks and assumes such other responsibilities as the NSM may from time to time assign.	1%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Required	High School Diploma		
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Work Experience/Skills

Required	<p><i>The employee must demonstrate an aptitude for the successful performance of this job.</i></p> <p><i>Employee must be able to pass a background check, and have knowledge of health/safety codes. Employee must participate in direct deposit program.</i></p> <p><i>Each candidate for the position must demonstrate aptitude for the successful performance of the tasks listed. Employee must have the ability to communicate with students, parents, school staff, and to inspire teamwork in the work place. Employee must have the ability to operate industrial food service equipment, have knowledge/understanding of the national school food service program and interest in furthering knowledge in school food service. Employee must have the ability to organize and operate a kitchen efficiently. Employee must have bookkeeping/cashier skills and ability to give correct change. Each candidate must have operating knowledge/experience with IBM personal computers, basic computer software and basic office equipment.</i></p>
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PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying				X		
Climbing Stairs			X			
Crouching				X		
Grasping				X		
Grip				X		
Handling				X		
Kneeling			X			
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch			X			
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist up to 50 lbs)				X		

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Lifting (Waist to Shoulder up to 50 lbs)				X		
Reaching (Forward)			X			
Vision (Far)				X		
Reaching (Waist to Shoulder)		X				
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting				X		
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping			X			
Wrist Deviation (Wrist Flexion)			X			

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.

MENTAL FUNCTIONS

While performing the duties of this job the employee is regularly required to communicate and use interpersonal skills. The employee will frequently need to use such skills as comparing, analyzing, coordinating, instructing, computing, and evaluating. The employee will occasionally need to use such skills as copying, compiling, and negotiating.

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise				X	
Hazards		X			
Temperature Change			X		
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required

<i>Yes/No</i>	<i>Reason for Drivers License</i>
Yes	Commute between school/buildings.

SCOPE

Freedom To Act

Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.

Problem Complexity and Problem Solving Timeframes

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

Impact

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

Contact with Others

Contacts are primarily with direct supervisor and others in group or department to give and receive information.