



## **JOB DESCRIPTION**

**POSITION TITLE:** Food Service Associate

**UNION AFFILIATION:** AFSCME Food Service

**FLSA STATUS:** Non-Exempt

**FTE STATUS:** 1.00

**REPORTING RELATIONSHIP:** Director of Food Service

### **GENERAL PURPOSE:**

Under general supervision of the Director of Food Service, the Food Service Associate ~~Cashier~~ is responsible for the collection, recording, and reporting of all sales derived from the school meals programs in addition to assisting in the preparation and cleanup of the food and non-food supplies applicable to the school meal programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Utilize and maintain the Point of Sale system according to District guidelines and federal regulations;
- Responsible for understanding how to run the point of sale system and be able to troubleshoot problems for other staff members;
- Ensures that all meals sold as reimbursable meals meet the requirements for a reimbursable meal per the NSBP and NSLP guidelines;
- Responsible for collecting and registering or manually recording all sales derived from the school meals programs;
- All student sales must be entered using the students account. There are no cash sales for students;
- Ensures students are using their own account and not another student's account including a family member or friends account;
- All adults who would like to make a purchase must use an account with available funds or have cash in hand to do so, no line of credit;
- Understands and enforces Romeo Community Schools current meal charging policy;
- Enter in all daily student deposits before the start of the lunch period;
- Ability to perform correctly individual and family deposits and void a sale when needed;
- Daily deposits will include the following; Departmental Deposit Form, Currency sorted by denomination and Endorsed checks;
- Responsible for verifying that all money and cash out sheets are accurate. All money is then combined, bundled and daily deposit is completed;
- Two signatures are required to verify funds;
- Any Shortage override of the end of day cash out will be authorized only by the Food Service Director or Central Kitchen Coordinator the day of the occurrence. Explanation of shortage will be documented in Meal Magic;
- Deposit is taken to the main office for pick up;
- Non US currency and coins cannot be accepted;
- Checks must be made payable to Romeo Community Schools;

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- Checks must be for the exact amount and deposited into lunch account only;
- Verify the numerical and written amount numbers match;
- Verify the date of the check. Do not agree to hold the check for future deposit;
- Verify the students first and last name in on the memo line of the check;
- Verify the check is signed by the account holder;
- Verify the check has a blank name listed and that the routing number, account holder's bank account number and check number are encoded on the bottom edge of the check;
- RCS Food Service will not accept the following: Checks drawn on foreign banks, checks issued to foreign currency, Third Party checks, checks with a future date, and Traveler's checks;
- Prior to leaving the cash register or work area for any reason, the Food Service Associate will lock the cash drawer and remove the key, keeping it in their possession;
- Responsible for placing paper liner in red serving baskets daily;
- Responsible for placing red basket wash tub in cafeteria for student to place used baskets in as needed;
- Responsible to return dirty red baskets to kitchen for cleaning between lunch periods;
- Responsible for refilling salad bar cooler with cold fruit and vegetables per menu between each lunch period. Communicate with cook on what prepped items can be used for the daily menu;
- Responsible to refill milk cooler during lunch service;
- Responsible for cleaning out milk cooler weekly;
- Responsible for stocking plastic ware, napkins and condiments between lunch period and at the end of the day;
- Responsible for keeping register cart cleaned daily;
- Assists in the preparation of food using standardized recipes while following proper handling and cooking techniques under ServSafe and health department regulations;
- Assist with washing and putting away clean dishes between each lunch period as needed;
- Assist with serving lunch on a daily basis if needed;
- Responsible to organize and label student ID cards prior to the first day of school and then again after when new photo ID cards have arrived if needed;
- Responsible to sort and return ID cards to class room assigned ID card holder on a daily basis if needed;
- Responsible for weekly cleaning tasks as assigned by Food Service Director when needed;
- Responsible to complete yearly Professional Development in accordance with USDA Policy 80 FR 11007 and provide that documentation to the Food Service Director;
- Responsible for completing all Professional Development required by the District, i.e. SafeSchools;
- Must be able to work as a team;
- Participates in district and school initiatives, adheres to building and district school improvement plans;
- Participate in organizational quality;



- Keep in confidence all student and/or personnel records and information;
- Adheres to district and school rules and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
- Regular and reliable attendance is an essential function of the position;
- Other duties as assigned by the Food Service Director.

**EDUCATION and/or EXPERIENCE:**

- Possession of a High School Diploma or equivalency
- ServSafe Certification preferred
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable;
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated understanding of USDA School Meals Pattern requirements
- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required;
- Knowledge of bank deposit slips and cash out sheets;
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to handle routine correspondence;
- Ability to work well with students, the public, and other employees;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

**TERMS:**

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

**REASONABLE ACCOMMODATION:**

The ADA defines “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl and stand for long periods of time. The employee must be able to work for extended periods of time in walk in cooler and freezer environments. The employee must occasionally lift and/or move up to 30 pounds without assistance. Employee must be able to push/pull 100 lbs. without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and to training may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

**ENVIRONMENTAL ADAPTABILITY:**

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

**FUNCTIONS OF JOB DESCRIPTION:**

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

**EEO STATEMENT**

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.

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

"I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department."

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Employee Signature

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Date

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Employee Services Signature

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Date

October 13, 2023