WHITE RIVER School District

PO Box 2050
Buckley, WA 98321

Office 360-829-0600
TDD Relay Service – 1.800.833.6388

JOB TITLE: SUBSTITUTE CHILD NUTRITION WORKER/CASHIER

JOB SUMMARY: Assist the building lead and/or lead cashier in all food service and cashiering operations at a building

LICENSE/CERTIFICATION: Possess and provide proof of a current Washington State Food Worker Card and maintain without interruption during term of employment.

ESSENTIAL RESPONSIBILITIES:

- Assist in all areas of food service operations, including food preparation, meal service, cashiering functions or point of sale accounting, money handling, customer service, and cleaning/sanitizing/maintaining of prep/serving areas and equipment.
- Use a variety of kitchen and food serving equipment while practicing appropriate safety and sanitation procedures.
- Provide customer service to students, parents, staff, and community members in a professional and friendly manner.
- Promote and incorporate teamwork, flexibility, and positive attitude in a fast-paced environment.
- Assist building lead in overseeing student workers in the kitchen.

WORK ENVIRONMENT/PHYSICAL DEMANDS: This job is generally performed in an indoor, high-volume, school kitchen facility with accompanying noise from equipment and students, temperature extremes, interruptions, and some exposure to risk of injury and/or illness. The usual and customary methods of performing the job functions require the following physical demands: exposure to heat from ovens, burners, steam tables and dishwashing equipment; exposure to cutting and slicing equipment and machines with moving parts; exposure to cleaning and sanitizing products; sitting, standing and walking for prolonged periods of time; regular and repetitive wrist/arm/elbow movements; frequent stooping, heavy lifting, grasping, carrying and climbing; some bending, twisting, reaching, carrying, pushing or pulling; hand and finger dexterity; agility and speed. The job incumbent will be required to concentrate on detail and work in front of a computer terminal on a regular basis.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: district, state, and federal guidelines, regulations, policies, procedures, and requirements pertaining to child nutrition services; proper food handling techniques; kitchen safety and sanitation procedures; proper heavy lifting techniques; basic keyboarding; basic math, including calculations using addition/subtraction, multiplication/division, fractions/decimals; basic computer and internet use.
Skills to: maintain an organized work area; be dependable and flexible; maintain effective communication and good working relationships with supervisor, co-workers, staff, students and community; operate equipment found in a commercial kitchen; serve proper quantities and present food in an attractive manner; model cooperation and implementation of program requirements in a professional manner; present a professional and positive image of the department and District; accurately gather, store, retrieve and provide data in a timely manner.

Ability to: multi-task with the potential to upgrade skills to meet changing job conditions, regulations and requirements; understand written procedures and solve practical problems; follow verbal and written directions and procedures; meet “offer vs serve” meal pattern requirements; accurately count and be responsible for daily deposit monies; work with minimal supervision; use discretion and sound judgment; adhere to best safety practices; maintain confidentiality; be well groomed and have a neat appearance; maintain regular and punctual attendance; delegate responsibilities to staff to promote cross training in all areas of the food service environment.

WORK RELATIONSHIPS: Reports to Child Nutrition Manager. Seeks guidance from Child Nutrition Building Lead. Daily collaborative interaction with child nutrition staff assigned to the building/site, other building staff and students. Regular and collaborative interaction with building principal. Occasional interaction with community members.

UNION AFFILIATION: None

FLSA STATUS: Non-Exempt

This job description, revised **7/2020.** is intended to describe the essential functions of the position, the level of knowledge, skills, and abilities typically required, and the scope of responsibility; however, it should not be considered an all-inclusive list of work requirements. Individuals may perform other related duties as assigned, including work in other functional areas, to cover absences or relieve, equalize work periods, or otherwise balance the workload within the location/district. Changes to the position description may be made at the employer's discretion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Employment with White River School District is on a conditional basis pending: an approved criminal background clearance through OSPI, which includes checks through the Washington State Patrol and Federal Bureau of Investigation; and completion of an Employment Eligibility Verification form (USCIS Form I-9) presenting proof of identity and employment authorization status.

The White River School District complies with all federal and state laws, rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Sunday Ferris, sferris@whiteriver.wednet.edu, (360) 829-3823, Section 504/ADA Coordinator, Molly Lutz, mlutz@whiteriver.wednet.edu, (360) 829-3959, and Civil Right Compliance Coordinator, Sunday Ferris, sferris@whiteriver.wednet.edu, (360) 829-3823. White River School District, P.O. Box 2050, Buckley, WA 98321.

I have read and understand and have received a copy of this job description. My signature acknowledges that I can perform this position's essential and other functions with or without reasonable accommodations.

Employee Printed Name: _____

Employee Signature: _____Date: _____