

## **Food Service Cashier**

*Reports to: Kitchen Manager and Food Service Secretary*

### **Qualifications**

The Food Service Cashier should be able to:

1. Employ good typing and computer skills.
2. Process payments on student's accounts, input daily purchases, and follow proper procedures when it is necessary to notify students and parents of negative account balances.

### **Other Requirements**

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Functions**

1. Set up and initialize the SIS System for daily meals.
2. Know what constitutes a "reimbursable" meal as required by the Federal guidelines for LEA's participating in the National School Breakfast and Lunch Programs.
3. Follow direction from the Kitchen Manager and the Food Service Secretary.
4. Balance daily receipts and print the proper documentation to turn in with the deposit.
5. Arrive for work on time with a positive attitude and a smile.
6. Serve students and teachers in a friendly and efficient manner.
7. Check e-mail communication for the Kitchen Manager twice daily.
8. Forward all Free and Reduced applications to the Food Service Secretary.
9. Answer student and parent questions regarding account balances.
10. Properly document, file, and retain records according to the Records Retention Policy of the Food Service Department.

### **Hygiene Standards**

1. Follow the Personal Hygiene Standards as set in the HAACP Policy.
2. Shower and wash their hair daily.
3. Employees must be in slip resistant shoes and a clean uniform.
4. Hair must be pulled back off of shoulders.
5. Hands must be washed properly before starting work and throughout the shift.

*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 essential functions.*

### **Physical Demands**

An individual who holds this position must have the ability to: Regularly sit, talk and hear. Occasionally stand and walk. Use close vision.

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

### **Conditions and Environment**

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud. The employee will be regularly working under deadlines.

### **Evaluation of Performance and Employment**

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Food Services in consultation with the Business Manager.

### **Type of Position**

175 days, Non-exempt

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