



Food Service Cashier

Purpose Statement

The job of Food Service Cashier is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for collecting funds for daily meal transactions; balancing accounts and depositing funds utilizing established accounting practices.

This job reports to Coordinator of Food and Nutrition Services

Essential Functions

- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
- Collects payments for food items from students and staff (e.g. cash, ID scan, payment tickets, etc.) for the purpose of completing transactions and/or securing funds for food selection.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Monitors students' food choices for the purpose of ensuring compliance with established financial and student nutrition guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs food service functions, on a limited basis as assigned for the purpose of supporting cafeteria operations and service delivery.
- Prepares sales transaction documents (e.g. daily cash receipts; record breakfast and lunch counts; balance register drawer; prepare paperwork for bank deposit, etc.) for the purpose of providing written support and/or conveying information.
- Processes daily transaction data (e.g. free and reduced meal status, sales transactions, etc.) for the purpose of documenting activities, maintaining accurate account balances, and/or conveying information.
- Reconciles cash and credit receipts to meal counts for the purpose of maintaining accurate account balances and complying with established policies and/or procedures.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals and food items, account balances, etc.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: meal patterns and a la carte menu, and qualifications for reimbursable meals for students; proper prices and portion sizes; safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and

operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; promptness; apply common sense understanding to carry out detailed and basic written and oral instructions; follow all regulations and policies relating to safety, sanitation, personal hygiene, school food service program and HACCP methods of performing duties; develop effective working relationships with co-workers and students; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 10% walking, and 80% standing. This job is performed in a generally clean and healthy environment.

- Experience:** Job related experience is required.
- Education:** High school diploma or equivalent.
- Equivalency:** -Willingness to rotate to any position in the kitchen
-Interest in Food Service, children and the National School Lunch Program.

Required Testing:

TB Test

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance
Pre-Placement Medical Clearance
Tuberculosis Clearance

FLSA Status

Not Rated

Approval Date

Salary Grade