

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Cafeteria Worker/Cashier

FLSA: Non-Exempt

GENERAL SUMMARY

Performs various cashier duties involving the collection of funds, issuing receipts and daily balancing. Performs a variety of duties in the preparation and service of meals to students, staff and visitors as needed. Reports to the Cafeteria Manager.

ESSENTIAL FUNCTIONS

Routinely acts on day to day situations, working closely with and assisting school personnel and parents to ensure smooth operation of the free and reduced lunch function of the Office of Child Nutrition.

Is accurate in maintaining and reconciling all financial records for the Office of Child Nutrition free and reduced lunch program.

Demonstrates accuracy in approval of applications and maintaining of records on the free and reduced lunch program of the Office of Child Nutrition.

Demonstrates the ability to issue and keep accurate records on tickets, IDs, etc.

Exhibits the ability to reconcile and balance daily all meals by category.

Is effective in the recording of meal counts, cash collected, and deposits made and does so on a daily basis.

Maintains accurate school and student records, reports, and files, and notifies parents in a timely manner of any monies owed.

Maintains an accurate actual versus potential revenue chart on a weekly basis.

Performs duties of Cafeteria Worker as needed. Assists in the preparation of meal portions which involves cooking and baking using various utensils and appliances; may perform specialized duties such as baking, frying, broiling, etc. or preparing meats, vegetables, salads, desserts, sandwiches, etc. Serves students and staff from the cafeteria counter; keeps dispensing and related equipment full and operating for service as required. Performs duties in compliance with safety and health standards.

Maintains the cleanliness of the kitchen and cafeteria areas; washes dishes; clears counters, sweeps and mops floors; cleans freezers, coolers, and storage areas; cleans kitchen appliances; cleans and maintains the garbage collection area as needed. Stores stock in an efficient and safe manner.

Interacts with immediate supervisor, students, parents, teachers, school staff and administration.

Operates and/or utilizes various appliances and equipment such as ovens, stoves, mixers, dish washer, deep fryer, etc. as needed.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

High school graduate or equivalent with demonstrated aptitude for successful performance of the job duties; prior cashier experience preferred.

Knowledge:

Knowledge of the records and reports which must be prepared and maintained. Knowledge of all standards and regulations pertaining to food service/preparation and sanitation of food service areas. Knowledge of the methods, procedures and activities involved in conducting prescribed lunchroom duties. Understands the methods required for productivity and quality standards. Knows of the safety precautions relative to working with food service equipment and materials.

Skills/Effort:

Possesses ability to accurately maintain and reconcile food service financial records including student records, reports and files. Ability to correctly record daily meal counts, cash collected and deposits made. Ability to conduct food preparation and service activities in an effective and timely manner in accordance with all applicable regulations, standards and requirements. Ability to interact in an effective manner with co-workers, supervisor, parents, students, teachers, and the general public. Ability to operate and utilize all food service equipment, tools and materials in a safe and effective manner. Ability to maintain food service areas, equipment and utensils.

Working Conditions:

Conducts duties in a cafeteria/kitchen environment with routine exposure to discomforting conditions such as heat, cold, food preparation equipment and utensils, smoke and steam. Requires ability to work under a degree of stress related to duties that require attention and meeting deadlines. Physical demands are restricted to kitchen work requiring the lifting/moving of items weighing up to fifty pounds. Job requires the operation of standard cafeteria/food service equipment.

Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
Date: _____
Date: _____