FOOD SERVICE ELEMENTARY CASHIER

DEFINITION

Under supervision, to organize and participate in the operation of an elementary school food service program; to prepare daily cash and sales reports; and to maintain food service facilities and equipment in a clean and sanitary condition.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may nit perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Organizes and participates in the selling and serving of a variety of foods; heats trays of foods to sufficient temperatures to ensure safety and sanitation requirements.
2. Estimates sales and orders daily meals.
3. Counts money and makes change.
4. Inventories, orders, receives, stores and rotates foods and supplies; maintains flow of lunches from ovens to serving areas to ensure timely service.
5. Collects, sorts, counts and marks lunch tickets.
6. Reviews free and reduced lunch applications for completeness; sets up and monitors temporary free and reduced lunch account pending district approval; prepares notification on status of pre-paid accounts.
7. Sets up and takes down serving tables; organizes serving areas; fills condiment and utensil trays.
8. Supervises student helpers and provides leadership to food service assistants.
9. May operate an automated sales and record-keeping system; counts and records daily cash receipts; totals daily sales; prepares manual or automated daily cash, sales and ordering reports.
10. Cleans tables, serving areas, ovens and kitchen equipment; sweeps and mops spills on floors.
11. Encourages students to develop good nutrition habits.

QUALIFICATIONS

Knowledge of:
Food production methods and procedures; hygiene, sanitation and safety practices; standard food service appliances and equipment; basic math; simple cash accounting and record-keeping systems; basic nutrition.

Ability to:
Follow food preparation, health and sanitation standards; operate and clean food service equipment; count money and make change accurately; prepare sales, order and inventory records; operate a calculator; perform simple data entry; provide leadership to student helpers and food service workers; work efficiently under rush conditions; lift, carry, push and pull moderately heavy objects; walk or stand for extended periods; bend, stoop, twist, reach and grasp; understand and follow oral and written instructions; communicate with tact, patience and courtesy; establish and maintain cooperative working relationships. Comply with the District's customer service standards, as outlined in Board Policy.

Education/Experience:
Any combination of training and experience to demonstrate the knowledge and abilities listed above.

License/Certificate Requirement:
Possession of a valid California Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT
The conditions herein 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 the essential job functions.

Environment: Work is performed primarily in a school cafeteria setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a school cafeteria setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate computer equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.