

Job Description

Job Title: **Cook-Cashier Substitute**
 Job Family: **Nutrition Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **June 2008**

Job Code: **040328**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 09**
 Typical Work Year: **9 months**

SUMMARY: This is a substitute entry-level position for all Nutrition Services school-based employees. Upon successful completion of cashier training, incumbents may become regular part-time employees. This Substitute position assists with all aspects of production and service of meals including cooking, line setup, replenishment, clean up and cash collection. Complies with Health Department Standards, all safety procedures, departmental policies and procedures and all applicable state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assists in meal preparation and service by cooking, pre-portioning and setting up serving lines, condiment stands, and fruit and vegetable bar.	Daily	30%
2. Serves, cashiers, batch cooks and/or washes dishes during meal service.	Daily	30%
3. Cleans equipment, utensils, pans and all food preparation, serving and storage areas.	Daily	20%
4. Assists with processing of advanced payments from students/parents. Assists with preparation of end-of-day reports by counting cash.	Daily	5%
5. Maintains records, i.e. enters amount of food prepared, used and leftover on menu worksheets.	Daily	5%
6. Stores, dates, and labels leftover food.	Weekly	5%
7. Performs other job-related duties as assigned.	Daily	5%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Work experience with large volume food preparation and/or cashiering preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic mathematical and measuring skills for following recipes and giving change to students.
- Basic computer skills preferred.
- Cashiering skills preferred.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a physical abilities evaluation.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Knowledge of large volume food production, serving and sanitizing equipment preferred.
- Knowledge of basic kitchen utensils including knives, slicers, thermometers and cleaning agents preferred.
- Normal office equipment such as personal computer, printer, copier, fax, phone system, e-mail.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE		JOB CODE
Reports to:	Kitchen Manager, Multi, Secondary	or	1150
	Kitchen Manager, Single, Secondary	or	1152
	Kitchen Manager, Multi, Elementary	or	1151
	Kitchen Manager, Single, Elementary		1153

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Employee is accountable for own equipment and/or supplies.
- Position does not require budget responsibility
- Assists with meal payment collection from students.
- Employee is responsible for funds security.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals			X	
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	x