

## Job Description

Job Title: **Senior Cook-Cashier-Courier**  
 Job Family: **Nutrition Services**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **March 2004**

Job Code: **040331**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 11**  
 Typical Work Year: **9 months**

**SUMMARY:** Assists with all aspects of production and service of meals including cooking, line setup, replenishment, clean up and cash collection. Prepares end-of-day reports, reconciles cash and student accounts and makes bank deposits. Transports and delivers mail, money, food supplies and small equipment to and from schools, district facilities and the bank using a district vehicle. 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. Picks up and delivers empty bank bags, bank deposits, mail, food and materials to and from a variety of locations on schedule.	Daily	60%
2. Assists in meal preparation and service by cooking, pre-portioning and setting up serving lines, condiment stands, and fruit and vegetable bar.	Daily	15%
3. Serves, cashiers, or batch cooks during meal service.	Daily	5%
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. Assists with Nutrition Services office duties as needed and performs other job-related duties as assigned. May perform any and all duties of the Senior Cook-Cashier.	Daily	10%
Total		100%

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- One year work experience with preparation of large volume food preparation and/or cashiering preferred.
- Successful completion of Nutrition Services training in preparation of end-of-day reports and advanced kitchen skills.

### **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.
- Valid Colorado Drivers License.
- Must provide acceptable motor vehicle driving record.
- American School Food Service Association (ASFSFA) Certification, Level 1, preferred.

### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

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

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Nutrition & BASE Supervisor	040629

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Employee is accountable for own equipment and/or supplies.
- Employee is accountable for Nutrition Services' equipment and vehicles.
- Employee transports significant Nutrition services cash deposits to the bank.
- Employee is responsible for funds security.
- Employee completes required district accident reports.

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	X
Very Loud	