



Job Description

Job Title: **Cook Cashier Substitute**
 Job Family: **Nutrition Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **August 2015**

Job Code: **040328**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 9**
 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 and HACCP/Sanitation class, incumbents may become regular part-time employees. This substitute position assists with all aspects of food 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. Displays exceptional customer service skills.

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. Assist in meal preparation and service by cooking, proportioning and setting up serving lines, condiment stand and fruit and vegetable bar. Maintain compliance with Health Department standards, all safety procedures, departmental policies and procedures, including Nutrition Services SOPs and employee expectations, and all applicable state and federal regulations in assigned school.	D	30%
2. Serve, cashier, bath cook and/or wash dishes during meal service.	D	30%
3. Clean equipment, utensils, pans, and all food preparation, serving and storage areas. Follow scheduled cleaning checklists.	D	20%
4. Assist with processing of advanced payments from students/parents. Assist with preparation of end-of-day reports by counting cash. Attends department meetings and satisfy department, state and federal continuing education requirements as required.	D	5%
5. Maintain records including, but not limited to, entering amount of food prepared, used and leftover on menu worksheets.	D	5%
6. Store, date, and label leftover food; foster a team environment by assisting coworkers with scheduled work demands and perform other job related duties as assigned.	W	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.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Must meet minimum national professional standards and training requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs (currently 8 hours for Cook/Cashiers).

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic mathematical and measuring skills for following recipes and giving change to students.
- Basic computer skills preferred.
- Cashiering skills preferred.
- Customer service skills.
- Ability to work with children and children with special needs.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- 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.

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, email.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Kitchen manager	1150 or 1152 or 1151 or 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 fund 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 feel				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		

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