



Job Description

Prepared/Revised Date: February 2018

Job Title:	Senior Cook Cashier	Job Code:	040330
Job Family:	Nutrition Services	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	Yes
Typical Work Year:	9 months	Pay Range:	G10

SUMMARY: Assist with all aspects of food production and service of meals including cooking, line set-up, replenishment, clean up and cash collection. Prepare end-of-day reports, reconcile cash and student accounts and make bank deposits. Comply with Health Department Standards, all safety procedures, departmental policies and procedures and all applicable state and federal regulations. Display 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. Ensure temperatures are being taken according to Nutrition Services SOP.	D	30%
2. Serve, cashier, batch cooks and/or wash dishes during meal service.	D	30%
3. May be responsible for preparing end-of-day reports including counting and reconciling cash and student accounts, assist with processing of advanced payments from students/parents. Attend department meetings and satisfies department, state and federal continuing education requirements as required.	D	15%
4. Clean equipment, utensils, pans, and all food preparation, serving and storage areas, following scheduled cleaning lists.	D	10%
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 performs other job related duties as assigned.	D	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.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- SNA certification preferred
- 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 required.
- Cashiering skills preferred.
- Customer service skills.
- Ability to work with children and children with special needs.

- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- 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 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.
- 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	Varies

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 securing funds.

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		

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