

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Child Nutrition Cashier

Qualifications:

Credentials: County Health Card

Education: High school diploma, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Preferred:

Must demonstrate aptitude for performing tasks in large scale food preparation; Must have at least two years experience in volume food preparation and ability to get along with people. Must know how to run cash register.

Special Skills, Knowledge, and Abilities:

Must be able to run cash register and make change. Must be not only skilled in cooking/baking and serving/clean up but must also enjoy working around children. Must be able to work at a quick pace to serve students in an orderly efficient manner.

Communication skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs non-complex data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer or cash register.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages. Must be able to adapt recipes to the number of portions to prepare. Must be able to make change.

Reading and Interpreting: Must be able to read and understand recipes, rules and regulations, etc.

Tools and Equipment Usage: Uses all food service tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes the steamers, slicers, mixers, dish machines, ovens and cash register.

Child Nutrition Cashier

(2 of 3)

Site: Various

Reports To: Child Nutrition Manager

Job Goal (Purpose of Position): Performs semi-skilled level cashiering and food service duties under general supervision of a Manager to assist with taking money/meal tickets; overseeing the preparation and serving of delicious and nutritious meals and serving and cleaning up after the students/teachers eat. The goal is to prepare a well balanced meal with a high quality of taste and appearance. In addition, the goal is to do proper paper work to handle money or other charges/non charges and to properly record information for reimbursement.

Contact with Others: An incumbent in this position has regular contact with members of own staff and with students. Effective interpersonal interaction and public communication skills are essential to work with staff and students.

Other Performance Measures: Successful performance of the job requires good people skills to work with students, teachers, and fellow employees. It requires following and enforcing safety guidelines and policies to avoid accident and injury. It requires following and enforcing school dress standards, proper attendance or leave policies, and other work-habits concerns. The employee must use initiative and self discipline to get the work done.

Performance Responsibilities:

1. Accepts money and tickets during lunch time.
2. Assists in duties of a cook when not on duty as a cashier. See job description for cook.
3. Performs other duties as assigned by Child Nutrition Manager.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Walking/standing is required 3-4 hours a day. Frequent bending/stooping and squatting/crouching; occasional crawling/kneeling, and climbing; must reach above shoulders and push/pull occasionally on the job. occasional lifting up to 35 pounds.

Must possess the visual requirements to be aware of surroundings especially relative to work output and safety concerns. Must have the hearing/speaking ability to communicate

Child Nutrition Cashier

(3 of 3)

with employees, patrons, and students in person. Must be able to run cash registers and recall names and numbers of those forgetting meal tickets.

Job requires working around noise of machines and equipment; in fluctuating temperatures and in humid environments, around some hazardous equipment (mixers, slicers, steamers), boiling liquids and very hot ovens, stoves, dishwashers, etc. Must be able to work around spills/slick floors and other impediments on occasion but must observe safe working conditions and watch for others safety and health.

Terms of Employment: 180 days per year

Salary: Category A,B

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93

Revised 01-16-01