

KINGS BOARD OF EDUCATION

JOB DESCRIPTION

Title: Cook/Cashier

Reports To: Central Head Cook/Head Cook, Food Service Director, Manager of School Business Affairs, Building Principal, Building Assistant Principal

Employment Status: Part Time/Full Time

FLSA Status: Non-exempt

Qualifications:

1. Valid Driver's License.
2. 18 year of age or older.
3. Must have a high school education or equivalency.
4. Present high moral character and a good attendance record.
5. Must maintain annual continued education based on requirements held by U.S.D.A.; employees working 20 hours or greater per week need to maintain 6 hours annually; part time employees, working less than 20 hrs per week need to maintain (at minimum) 4 hours of annual continuing education.
6. Be clean and neat.
7. Have the ability to organize and carry out lunchroom procedures.
8. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents and the community.
9. Must be able to work harmoniously with other employees, students and public.
10. Must possess the skills to follow directions as far as record keeping.
11. Must maintain good personal hygiene and appropriate dress.
12. Must be able to keep an accurate account of all monies and maintaining financial reports as determined by Food Service Director.
13. Cash register experience preferred.
14. Must be literate.
15. Must be able to operate equipment such as:
 - a. convection steamers steam kettles and cabinets
 - b. electric slicers
 - c. ovens
 - d. mixers
 - e. food choppers
 - f. cash register
 - g. calculator /adding machine, etc.
 - h. combi steamer/oven

16. Experience in the preparation of school lunches/working with large quantities of food.
17. Must possess the skills to follow directions in the preparation and serving of food. All serving of food shall be done in an attractive manner.

General Description:

Helps prepare and serves meal in an acceptable manner and clean up afterwards. Collects monies and makes change, keeps accurate records of all lunchroom monies.

Job Goals:

The smooth running of our cafeteria; insuring all students receive a well-balanced and nutritious lunch.

Essential Functions:

1. Carefully follows directions given by Central Head/Lead Head Cook/Food Service Director in preparation of daily menu or work assignment.
2. Strictly adheres to prescribed standardized recipes during meal production.
3. Diligently works at his/her specific tasks and offers help to others when needed.
4. He/she thoroughly acquaints themselves with procedures in the lunchroom.
5. Maintains orderly and clean work areas and adhere to sanitation guidelines put forth by Food Service Director.
6. Prepares and serves food in an attractive manner, keeping accurate records on food produced/served/left over.
7. Takes pride in personal appearance and maintain a pleasant attitude while providing service to students, faculty and fellow co-workers.
8. Must be able to lift 50# as needed.
9. Perform duties as required at special meal functions.
10. Perform the necessary duties as assigned in operation of all equipment.
11. Follows work procedures available.
12. Informs Central Head Cook/Lead Head Cook of needed repairs.
13. Completes temperature checks of foods and reports to Central Head Cook/Lead Head Cook daily as instructed
14. Remain knowledgeable of chemical use and storage and are aware of placement in obtaining the of MSDS file information.
15. Receives payment for cafeteria lunches sold daily and process as assigned.
16. Operate cash register as assigned.
17. Maintain records and provide requested documentation to Food Service Director (i.e., CN6 – CN7/State Reports).
18. Remain knowledgeable about cafeteria prices.

JOB DESCRIPTION

Cook/Cashier

Page 3

19. Secure deposits on a daily basis, providing documented transfer of deposits to Food Van Driver.
20. Checks menu instructions daily prior to serving meals. Type A lunch daily and serves accordingly.
21. Maintain comfort level of cash register operation; perform cash register operations as assigned.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values and;
3. Conducts other duties related to the cook/cashier duties as assigned by the Central Head Cook/Lead Head Cook, Food Service Director, Building Principal, Building Assistant Principal, Manager of School Business Affairs.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Occasional operation of vehicle under inclement weather conditions.