

Food Service Cashier II Job Description

Purpose: The Food Service Cashier receives and records all student meal account transactions. Operates Skyward Point of Sale terminal during lunch and accurately identifies reimbursable meals. To accomplish these tasks the Food Service Cashier must work closely with the staff and administration of Derby Public Schools.

Responsible to: Food Service Supervisor, Food Service Coordinator, and Kitchen Manger High School and appropriate administrators

Salary: Food Service Hourly Rate Schedule, Level 2

Classification of Employment: Non-exempt

Date: July 2019

Qualifications:

1. Experience with handling cash.
2. Desire to continue career improvement.
3. Must have working knowledge of basic math applications and computation skills.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Accurately identify reimbursable meals.
- b. Accurately charge meals to student accounts.
- c. Credit deposits to accounts.
- d. Assist in cleaning and maintaining of kitchen facilities.
- e. Assist in preparing and serving food as needed.
- f. Appropriately operate all equipment as required.
- g. Maintain accurate records of meals served and deposits made.
- h. Must have a working knowledge of basic math applications and computation skills.
- i. Support the value of an education.
- j. Support the mission and philosophy of Derby Public Schools.

2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods.
- b. Occasionally requires the ability to manually move, carry, pull, or push

heavy objects or materials.

- c. Occasionally requires the ability to stoop, bend and reach.
- d. Must be able to work in noisy and crowded environments.
- e. Must be able to work in and around fumes and odors.
- f. Must be able to maintain appropriate levels of personal hygiene.
- g. Must be able to follow district guidelines for professional food service dress code.
- h. Must be able to comply with state health and sanitation guidelines.
- i. Must be able to work with electrical and gas appliances.
- j. Must be able to work with dish washing liquids and powders, solvents and other cleaning chemicals.
- k. Must be able to work with materials of intense heat or extreme cold.
- l. Must be able to lift 40 pounds occasionally.
- m. Must be able to lift 25 pounds repeatedly.
- n. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Receive deposits and accurately credit to accounts.
2. Understand all components of the school lunch pattern and accurately identify reimbursable meals and receive payments.
3. Maintain accurate records of cash, deposits and debits.
4. Maintain proper hygiene, sanitary and safety practices as regulated by state and district policy.
5. See that district policies are observed at all times.
6. Keep abreast of new information, innovative ideas and techniques.
7. Organize and clean milk coolers.
8. Perform all required editing functions in the Skyward Accountability Program.
9. Adhere to all district health and safety policies.
10. Other duties as assigned by the Food Service Supervisor, Food Service Coordinator, Central Kitchen Manager, High School Cafeteria Manager or administrative staff, which are consistent with the general requirements and qualifications of the position.