

**Mifflin County
School District**

**201 Eighth Street, Highland Park
Lewistown, PA 17044**

PART-TIME Cashier Breakfast/Non-Program
Satellites

Mifflin County Middle School

Job Description

Title: PART-TIME Cashier Breakfast/Non-Program Satellites

Supervised by: Food Service Supervisor

Reports to: Person in Charge

Assigned Time: 6:45am – 8:30, 9 – 12pm

Duties and Responsibilities: (6:45am – 8:30am)

1. Must administer free and reduced price meals according to master list.
2. Account for all meals served.
3. Balances cash boxes change fund and maintains accurate records, using POS computer system.
4. Prepare daily record sheets and sends to Food Service Supervisor's office daily.
5. Counts milk received and records milk usage.
6. Maintains the cleanliness and sanitation of the milk coolers. Clean Coolers weekly.
7. Assists in various food preparation serving or cleaning duties as directed by the Cafeteria Kitchen Manager or Person in Charge, including cleaning of counters and lunch tables, pots and pans, trays, dishware, food preparation and eating utensils.
8. Demonstrates the ability to create goodwill among all personnel and help maintain all established school policies and procedures.
9. Perform other duties relating to Food Service as assigned by the immediate supervisor.
10. Attend relevant training sessions as directed by Food Service Supervisor

9:30am – 10:00 (Lunch on own time)

Duties and Responsibilities: (9am – 12pm)

- A. Regulates work so that all foods are prepared and ready to serve/satellite for serving time. Practice batch preparation for freshest food served.
- B. Assist Head Cook with coordinating the meals going out to Non-program satellites, and other preparers as assigned by Kitchen Manager.
- C. Operate equipment including slicers, choppers, ovens, steamers, kettles, dish machine and computer as directed.
- D. Prepare food for future meals.

Qualifications:

High School Diploma or GED Equivalent. 1 year Food Service Experience.

Successfully pass: Health Exam and TB testing, Act #34, Act #151, Act #114, and Act 168 Form/Release Clearance.

Promote goodwill for all students and staff. Three (3) years Quantity Food Service experience preferred but not required.

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Benefits in accordance with the Association of Mifflin County ESPA/PSEA/NEA Collective Bargaining Agreement, ___ days per year

EVALUATION: Annually by Supervisor

