

CHILD NUTRITION – CASHIER

Job-Type: Part time **FUND:** 240
Reports to: Campus Principal and Child Nutrition Coordinator
Wage/Hour Status: Non-Exempt
Duty Days Assigned: 190 days

Job Goal:

The Child Nutrition Cashier provides assistance in the food service program by accounting for meals and revenues.

Qualifications:

Education/Certification:

- High school diploma or GED (required)
- Be willing to obtain a Food Handlers card from local County Health Department

Experience:

- A minimum of 6 months of school food service experience in a variety of positions preferred

Performance Responsibilities:

- Ability to operate computer/point of sale
- Follow the meal charge policy
- Account for daily point of sale activity
- Must be able reconcile accounting reports
- Prepare daily bank deposits
- Compile reports for auditing purposes
- Assist in preparation of menu items and prepare cafeteria service area as directed by Cafeteria Manager
- Maintain the Free and Reduced database
- Keep information confidential concerning school business
- Responsible for knowing and following the safety rules and proper procedures associated with the responsibilities of the job as provided by the Cafeteria Manager/Child Nutrition Coordinator
- Attend, when possible, all classes and conferences for food service
- Act in a professional manner at all times
- Follow proper personal hygiene procedures that are necessary for the safe and sanitary handling of food
- Follow sanitation and health regulations
- Perform other kitchen duties as needed

Physical Effort and Work Environment:

- Maintain emotional control under stress
- Capable of frequent standing, walking, pushing and pulling; moderate lifting and carrying 40 lbs.; some stooping, bending and kneeling; moderate exposure to extreme hot and cold temperatures

- Must be able to tolerate dust
- Good vision, hearing, clear speech, manual dexterity, and good sense of smell around food or in smoke emergencies
- Can be reassigned to another campus as needed
- Must be able to lift 50 lbs. occasionally

Benefits:

- Salary Schedule (actual salary is dependent on qualifications and years of experience)
- Health Insurance, including major medical, dental, vision, and life.
- Participation in TRS Retirement System

Additional Information:

This job description is not an employment agreement or contract. Priority Charter Schools has the exclusive right to alter this job description at any time without notice.

In accordance with applicable laws and Priority Charter Schools policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

This position requires monthly (at a minimum) time and effort certification be completed detailing all work performed during the course of the day. This Time and Effort Certification MUST be turned into the HR & Benefits Coordinator.

All new employees must present proof of identity and eligibility to work in the United States.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Accepted by: _____ Date: _____

