

CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

JOB DESCRIPTION

CLASSIFICATION: FOOD & NUTRITION
TITLE: FOOD SERVICED CASHIER I
CALENDAR: [CASHIER I FULLTIME](#)
[CASHIER I PART TIME](#)
SALARY: [GRADE 3](#)

Job Goal:

Independently perform and work cooperatively with Food Service Manager and Staff to collect and accurately account for cash received during food service sales; to assist in the performance of Food Service Programs at the Site

Minimum Qualifications:

- High school diploma or equivalent
- Current Food Handler's Certificate
- Previous experience in handling money desired
- Ability to make change and perform other mathematical calculations rapidly and accurately
- Ability to keep accurate records
- Ability to operate computerized cash register
- Knowledge of and adheres to all District and Departmental policies, as well as State and Federal Regulations
- Vision and hearing adequate to exercise job responsibilities in a safe manner
- Read and write in English as it pertains to job function.

Core Job Functions:

- Display/demonstrate thorough knowledge of HACCP food safety guidelines and procedures
- Collect and account for prepayment of student meals
- Maintain appropriate change fund for registers
- Accurately performing cashiering and end of day procedures
- Assist in food preparation, clean up and occasionally serving.
- Monitor lunch/breakfast selections to ensure Federal guidelines for reimbursable meals, are met.
- Assist manager in reviewing free and reduced price meal applications if requested.
- May assist in placing orders and performing inventory.
- Ensures product quality by visual inspection to maintain customer satisfaction.
- Performs duties as assigned in a safe and prudent manner as directed.
- Performs other duties as assigned.

Core Values/Professional Qualities:

- Function effectively as a team member
- Direct constructive criticism toward improving the district
- Be flexible and adaptable to change
- Exercise positive problem solving behavior and conflict resolution skills
- Establish and maintaining courteous, cooperative working relationships with students, staff and parents
- Positively accept direction
- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Adhere to the dress code appropriate to the site and job
- Follow policies, guidelines, procedures and directives
- Work with a large cross section of people in a professional and non-judgmental manner
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Be responsible, reliable and punctual

Physical Requirements – Heavy Work

- Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job.
- Employee must be able to stand and walk constantly on various floor surfaces while performing various duties, including but not limited to using push/pull force of up to 50 pounds for various machines.
- Employee must stand constantly and walk frequently lifting items of various sizes, up to 30 pounds. Items over 50 pounds require a second staff member to lift.
- Employee may rarely be required to climb ladders to perform various cleaning or maintenance tasks.
- Employees may be subject to travel, fumes, odors, chemicals, bloodborne pathogens, workspace restrictions, and loud noises.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.