

CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

JOB DESCRIPTION

CLASSIFICATION: FOOD & NUTRITION
TITLE: FOOD & NUTRITION CASHIER II
CALENDAR: JUNIOR HIGH FOOD & NUTRITION CASHIER II FULLTIME
JUNIOR HIGH FOOD & NUTRITION CASHIER II PART TIME
SALARY: GRADE 5

Job Goal:

Independently perform and work cooperatively with food service manager to collect and account for cash received during food service sales; and to assist in the performance of food service programs

Minimum Qualifications:

- High school diploma or equivalent
- Food Handler's Certificate
- Previous experience in handling money desired
- Ability to make change rapidly and accurately
- Ability to keep accurate records
- Ability to operate computerized cash register
- Ability to work with figures and to make arithmetic calculations
- Ability to communicate with parents and students regarding food service program
- Knowledge of and adheres to all policies, regulations and rules
- Vision and hearing adequate to exercise job responsibilities in a safe manner

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 and clean up
- Monitor lunch/breakfast selections to be sure guideline/federal reimbursements are met
- Assist manager in reviewing free and reduced price meal applications if requested

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.