



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Food Service Cashier/Helper</b>
<b>REPORTS TO:</b>	Director of Food Services
<b>CLASSIFICATION:</b>	Classified – M&O
<b>SALARY SCHEDULE:</b>	2.5
<b>WORK - YEAR / HOURS:</b>	2 hours / 9 months
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	

### DEFINITION

Under the general supervision of the Food Service Lead and Food Service Worker II, performs a variety of work related to food and beverage sales to students and school staff, collection and recording of money from sales, basic food preparation and set up, cleaning kitchen facilities and equipment and related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is an unskilled classification in food service, providing assistance to food service staff for the preparation and service of food to students and staff.

Food Service Helper is as temporary on-call entry level position in the Food Services Department classification series. Under close supervision, incumbents learn and perform basic duties associated with serving food, preparing service counters, serving students and school staff, and collecting monies and making change.

### EXAMPLES OF DUTIES

- Sets up cafeteria serving area with utensils, condiments, napkins, and other items
- Sells food, collects money, and makes change
- Uses computerized cash register to record food and meal sales
- Washes dishes, kitchen equipment and utensils
- Cleans and sanitizes food preparation and service areas
- Assists in food and beverage preparation; may prepare easily made foods for sale as instructed
- Keeps logs and records for departmental record keeping
- Lifts heavy cases of food and beverages up to 35 pounds in weight

## QUALIFICATIONS

### Knowledge of:

- Basic arithmetic
- General food preparation procedures and routines
- Proper use of food preparation, meal distribution, dishwashing, kitchen cleaning and cafeteria equipment
- Kitchen cleaning compounds and supplies
- Safe work practices

### Ability to:

- Understand and carrying out oral and written instructions
- Communicate with students and staff
- Make change quickly and efficiently
- Learn to operate food service equipment
- Learn to distinguish food components that meet the nutritional requirements for a reimbursable meal
- Learn how to provide meal service in an efficient, accurate and pleasant fashion

### Skill in:

- Safe money handling procedures and ability to make change accurately
- Washing dishes, utensils, pots and pans in a commercial setting
- Using appropriate cleansing compounds and disinfectants
- Reading labels and storage requirements
- Establishing and maintaining effective working relationships with those contacted in the course of the work

## OTHER REQUIREMENTS

The Physical abilities required of this classification may include the following:

- Must be willing to work in a confined area, in warm temperatures and in exposure to cleaning solutions, disinfectants, and possibly bacteria
- Physical ability to stand on feet for extended periods of time
- Physical ability to lift and move of objects weighing as much as 35 pounds
- Manual dexterity to operate food preparation equipment, utensils and tools and to push buttons on point-of-sale terminals
- Vision sufficient to evaluate status of food in preparation, read preparation requirements, read temperature gauges and dials and read point-of-sale terminal displays
- Speech and hearing sufficient to receive instructions and relay information