

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: CASHIER/PART-TIME COOK **File 801**

Reports to: Head Cook and Cafeteria Supervisor/Dietitian

Job Objectives: Operates the cash point-of-sale system efficiently to maintain an orderly flow of customers. Prepares an accounting of daily receipts. Maintains high standards to ensure quality services and customer satisfaction. Assists with daily serving line set up, service, and clean up operations.

Minimum Qualifications: High school diploma.
·Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
·Documentation of a clear criminal record.
·Complies with drug-free workplace rules and board policies.
·Bookkeeping skills and the ability to apply basic mathematical concepts.
·Congenial disposition and strong diplomacy skills.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the head cook for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Prepares the cash system before the start of the lunch period. Operates the cash system. Ensures that money is exchanged correctly. Does not leave cash unattended.
- Monitors students to help maintain orderly behavior. Reports student discipline problems, vandalism, and other related concerns.
- Uses the point-of-sale system provided by the cafeteria supervisor/dietitian to verify free and reduced-cost meals. Reports inconsistencies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains accurate records and submits reports on time. Accounts for all lunches. Compares totals with the cash report. Counts and wraps money. Prepares bank deposits. Submits daily records to the treasurer's office as directed.
- Secures the cash system at the end of the workday or as directed.
- Complies with personal hygiene rules and standard sanitation procedures.
- Adheres to prescribed standardized recipes.
- Helps set up serving lines. Presents food in an attractive way. Replenishes supplies to maintain an orderly flow of customers. Monitors portion size to ensure compliance with district specifications. Requests substitute menu items as needed.
- Cleans, washes, and sanitizes equipment and food preparation areas (e.g., work surfaces, equipment, serving lines, etc.).
- Promptly documents all injuries that require medical attention.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.

- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the head cook and cafeteria supervisor/dietitian: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.

