

## **GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT**

**JOB TITLE:** Food and Nutrition Cashier

**DESCRIPTION:**

To perform cashiering, computer tasks, food prep, serve meal components, clean and sanitize equipment, and perform various other tasks related to a school food service operation.

**SUPERVISOR:** Food and Nutrition Supervisor

**TYPICAL DUTIES:**

1. Determines reimbursable meal eligibility and utilizes school food operations meal claiming system to record meals and ala carte items on computer.
2. Collects money, makes change, counts monies, prep bank deposit and deliver to appropriate location.
3. Assists in prep of meal service items. Including cold and hot food prep. Utilizing kitchen utensils and cooking equipment.
4. Serves menu items during meal periods.
5. Cleans and sanitizes work area and kitchen equipment, pots, pans, utensils, and trays.
6. Aids in receiving deliveries and proper storage of food and supplies.
7. Set up POS for meal service.
8. Performs under the coordination and monitoring of the Food and Nutrition Lead or Food and Nutrition Assistant II.
9. Maintain punctual and consistent attendance.
10. Follow District standards for dress, proper use of Personal Protective Equipment, and hygiene standards for Food & Nutrition Services.
11. Performs other duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Basic computer skills
- Basic ability to read, communicate, operate phones, printers, and calculator.
- Safety and sanitation practices.

**Ability to:**

- Utilize kitchen small wares and cooking and storage equipment.
- Handle money transactions
- Complete necessary logs and record keeping.
- Maintain positive pupil and employee contacts
- Meet expected work times and dress standards
- Operate Point-of-Sale computer, work with confidential information.
- Apply proper sanitation and safety requirements associated with food preparation and serving operations.
- Ability to read printed materials.

**EDUCATION & EXPERIENCE & REQUIREMENTS**

- High School Diploma or equivalent.
- TB test Clearance.
- Criminal Justice fingerprint clearance.
- Pass District's Food and Nutrition Exam
- Valid Servsafe Handler certificate, or ability to obtain during the six-month probationary period.

**MEDICAL CATEGORY**

- Moderate physical exertion associated with the ability to lift, carry, push, pull, or climb.
- Capability for sustained physical work; required strength and endurance associated with heavy physical effort.
- Physical effort while performing continuous moderate lifting.
- Exposure to diverse temperature ranges including freezer temps and hot utensils and hot water.
- Exposure to loud noises & hot temperatures from dishwashers, cooking equipment, and disposals.
- Ability to see, hear, & speak exchange information and identify hazards.
- Ability to lift 50 lbs. and carry any object up to 25 lbs.

Board Approved August 17, 2022