

GRANITE FALLS SCHOOL DISTRICT
POSITION DESCRIPTION
HEAD CASHIER

GENERAL SUMMARY

The responsibilities of this position are to account daily for district food service cash receipts, including making bank deposits, handling collections on NSF checks, and preparing monthly report of transactions and transmittal to fiscal clerk; prepare nutritious and attractive meals for students and staff; safely store and prepare food; and clean kitchen utensils and equipment.

ESSENTIAL FUNCTIONS

The head cashier performs all or a combination of several of the following duties:

1. Prepare and update student information by building, using WSIPC, to track enrollment and withdrawals and other information necessary for accounting for daily food receipts; collect building receipts and paperwork and prepare and make bank deposits; prepare monthly report of bank deposits for fiscal clerk; handle collection of NSF checks; assist building cashiers as necessary.
2. Follow menus and instructions to heat/thaw and serve pre-packaged breakfast and lunch items for students and staff to provide nutrition for educational achievement; grate cheese, make dressings and sauces and other food preparation tasks.
3. Follow correct procedures for the warming or thawing and storage of food to ensure proper sanitation and safety.
4. Order supplies, food products, utensils and other items needed for menus; assess quantity usage and needs; receive and check orders.
5. Clean and wash kitchen utensils, equipment, pots and pans and food preparation surfaces to ensure sanitation and safety.
6. Maintain kitchen safety and security by checking that appliances and lights are off after use, by locking cash box and refrigerator, and securing area.
7. May take orders for a la carte items from other schools.
8. May transport baked goods and deliver food supplies to various school sites.
9. May maintain accurate records for free, reduced and paid meal tickets and cash purchases; count money.
10. May serve as cashier; make change; count money and prepare deposits.
11. May serve food; serve appropriate quantities; present food attractively.
12. Serve as member of food services team of the District; maintain effective working relationships with students, staff, and vendors; perform related duties consistent with the scope and intent of the position.

REPORTING RELATIONSHIPS

Reports to Director of Food Services.

MENTAL DEMANDS

Performs under strict meal deadlines; required to time multiple tasks for completion in proper sequence; required to anticipate quantities and order for cost-efficiency and proper storage; average reading, writing, and arithmetic skills to follow written instructions, complete records and measure ingredients correctly, and collect money or tickets for meals; precision in preparing meals to ensure proper quantity of ingredients within acceptable standard; knowledge of nutrition; requires dealing effectively and appropriately with public and staff including distraught or angry parents and students both in person and by telephone;

PHYSICAL DEMANDS

Exposure to heat from ovens, burners and steam trays; exposure to cold from walk-in freezer and refrigerator; exposure to cutting and slicing equipment and machines with moving parts; required to stand for approximately three hours during meal preparation and serving; required to move heavy supplies and full pans of food; exposure to high noise levels from kitchen equipment and students at meals; if assigned to transport food, required to wear protective clothing; exposure to traffic conditions and inclement weather; constantly lifting up to 24 pounds; occasionally lifting up to 50 pounds, assistance may be requested; frequently carrying up to 24 pounds; frequently reaching at and above shoulder height; constantly reaching at chest height and handling/gripping/grasping; rarely reaching below waist height; frequent twisting upper torso and neck; frequent stooping/bending; rarely squatting in place of stooping/bending; rarely climb a 2-5 foot high ladder; occasionally walk on uneven ground to dump garbage; exposure to cleaning agents; exposure to vehicular traffic.

MINIMUM QUALIFICATIONS

Education and experience

High school graduation or equivalent and one year of experience in commercial/institutional food preparation.

Allowable Substitutions

Additional qualifying experience may substitute for the required education on a year-for-year basis; advanced training in food service may substitute for the required experience on a year-for-year basis.

Licenses/Special Requirements

Satisfactory background check/fingerprinting required; current Washington State Food and Beverage Service Worker's Permit; valid Washington State driver's license.

CONDITIONS

The preceding list of essential functions is not exhaustive and maybe supplemented as necessary.

