

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Cashier Food Services

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in maintaining a food service program at the school level by performing cashiering functions in an efficient and effective manner to meet the nutritional needs and program standards of students and staff in accordance with Federal, State and Local regulations.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Performs cashier duties in collecting moneys for school meals.

Assists others in the department as directed by the manager in the overall preparation and service

Deals courteously with the public.

Maintains an effective working relationship with managers and other employees.

Assists in the preparation of food items for school meals when not performing cashier duties.

Maintains high standards of work habits, sanitation and safety.

Maintains records and reports as required by manager.

Understands, follows, and gives oral and written directions.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Supports the effort to train others through explanation, demonstration, and facilitated practice, or makes recommendations on the basis of technical disciplines.

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People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Gives information and assistance to others which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction such as making change; may compute ratios, rates and percents.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor/moderate impact - affects those in immediate work area or unit.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

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Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

High School Diploma or GED preferred.

One (1) year related experience.

Skill in the use of the computer and the cash register as related to specific job functions.

Knowledge of handling cash and making change.

Ability to deal effectively with the public.

Ability to accurately compute receipts and meals served.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

No experience necessary just a short demonstration of work procedures is required.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on

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a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to bright/dim lights, dust or pollen, traffic, construction hazards during site inspections.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception and texture perception

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Food Service Manager

Supervises:

No supervisory duties

PAY GRADE: From: F1S00H To: F5S10

Number of Months: 9 Number of Days: 190 Hours: 7.0

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved 3/18/2016

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Food Service Worker

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in maintaining a food service program at the school level by performing duties in an efficient and effective manner to meet the nutritional needs and program standards of students and staff in accordance with Federal, State and Local regulations.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Assists others in the department as directed by the manager in the overall food preparation and delivery of service to students.

Deals courteously with the students, staff, administration, and public.

Maintains an effective working relationship with managers and other employees.

May performs cashier duties in collecting moneys for school meals.

Maintains high standards of work habits, sanitation and safety.

Maintains records and reports as required by manager.

Understands, follows, and gives oral and written directions.

Other Duties:

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The position may be exposed to bright/dim lights, dust or pollen, traffic, construction hazards during site

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inspections.

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American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Food Service Manager

Supervises:

No supervisory duties

PAY GRADE: From: F3SA1 To: F3S02

Number of Months: 9 Number of Days: 190 Hours: 6

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 2/14/2017