

Chittenden Central School District Job Classification Description

JOB TITLE:	Cashier - Grade 3
FLSA STATUS:	Non-exempt
UPDATED:	May 30, 2008

BASIC FUNCTION

To operate the cash register and perform a variety of routine foodservice tasks for the K-8 and high school cafeteria programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform cashier duties: set up cash drawer; operate cash register; cash out at the end of the day.
- Set up and stock work areas with all necessary ingredients and equipment.
- Clean and stock condiment area and maintain inventory.
- Clean equipment and work areas.
- Assist with daily cleaning duties in the cafeteria including cleaning equipment and work areas, operating dishwasher and/or scrubbing pots and pans, cleaning up lines at end of meal shift, and putting away/disposing of leftovers.
- Assist with routine food preparation and cooking tasks as assigned. Make a variety of sandwiches: slice meats, cheese and vegetables; mix sandwich salads; assemble sandwiches; wrap and tray/box for service or delivery to outlets.
- Assist in maintaining order in the cafeteria as needed, ensuring that students conduct themselves in accordance with established cafeteria rules. Report unusual problems to the building administrator or Food Service Director.
- Comply with State Sanitation Guideline requirements stating that all employees shall keep clean and wear clean outer garments at all times while engaged in handling food, drink, utensils or equipment. The use of caps, hairnets, headbands, pins, or other hair restraints is required for all food handlers.

SUPERVISION RECEIVED

Direct supervision is received from the Food Service Supervisor. Direction and work assignments shall also be received from the Head Cook.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Basic Education (high school or equivalent), plus one year of related food service and cashiering experience.
- Language Skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, and other employees of the organization.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in units of American money, weight measurement and volume.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside

organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

- Good personal hygiene.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl; climb or balance and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORKING CONDITIONS:

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; extreme heat; and dirt/dust. The employee is occasionally exposed to extreme cold. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.