

South Fayette Township School District

3640 Old Oakdale Road
McDonald, PA 15057

Title: High School Cafeteria Worker – General Worker

Section: Cashier #2

Qualifications:

1. High School Diploma or GED Equivalent
2. Works well with children and other staff
3. Available four and ¾ hours each school day
4. Must have reliable transportation to work
5. Must be able to lift up to and including 25 pounds
6. Must be able to perform repetitious work duties
7. Must be able to stand for the entire scheduled shift
8. Must participate in Material Data Safety training as part of OSHA practices.
9. Must display knowledge of food cost and portion control for food items throughout the food court.
10. Must follow all Allegheny County Health Department guidelines for safety and sanitation.
11. Must be HIPAA Compliant and follow HACCP Guidelines
12. Must be able to operate POS system with speed and accuracy. Approximately 12-15 student sales per minute.

Reports to: Food Service Director

Job Goal:

To expeditiously collect and process student lunch money. In addition, expeditiously process information into the computed POS system for accuracy purposes. Main goal is to strive to maintain 100% accuracy with cash registers transactions and minimal voiding. Most importantly, always serve the customer with kindness, courtesy and professionalism.

Performance Responsibilities

1. Stop in the front office to retrieve mail and special bell schedule for cafeteria
2. Present leader with changes in schedule
3. Upon arrival: banquets/pull items for upcoming banquets/organize/arrange/look ahead
4. Clean cappuccino machine on Thursdays
5. Wash hands and follow all sanitation and safety practices set forth by the Allegheny County Health Department.
6. Set up (count) cash drawer placing all of the correct change inside for meal service. Report any discrepancies.
7. Serve as cashier for breakfast/lunch groups.
- 8. Order/stock all bottle beverages/grab N Go (exclude dairy/bottle teas from dairy)**
9. Collect soil trays and run all trays through dishwasher - place clean trays at entrance of food court
10. Restock all trays to tray holders - please make sure they are dried
- 11. Do not leave the food court unattended.**

Do not go into the dishroom until after 12:30pm

During closing time 12:30-2:30pm (Gates down) (Fast paced) (15 min break from 1:00-1:15)

*Cleaning
*Order all paper items
*Restock all paper items

*Order all bottle items (except dairy)

- a. Stock Grab N Gos and upright small refrigerator (near bagels)
- b. Sanitize Dishwasher Fridays - Delime machine
- c. Soak Cappuccino machine parts every Thursday
- d. Order/Stock Coke, cups, syrup
- e. Order Water, Pop, Bottle drinks (except Dairy), string cheese, hummus
- f. Sanitize Coke Machine – Take off nozzles and sanitize Friday
- g. Order all bottle beverages
- h. Order all Cups/Lids/filters
- i. Clean/Stock Cold Coffee Machine supplies
- j. Sugar/stirrers/sweeteners/tea bags
- k. **Order/Restock plastic/paper** when empty for all registers
- l. Order dish machine supplies

12. Close out POS system at end of day with total dollars collected and formulate necessary reports, count money, fill out deposit slip and wrap coins.
13. Turn all daily sales from the POS to the Kitchen Leader for deposit.
14. Balance drawer to correct starting balance. Lock up all cash drawers.
15. Follow all safety and sanitation requirements according to Allegheny Health Department Guidelines.
16. Perform any and all duties as assigned by the Food Service Director.
17. Students are not to exceed \$7.00 credit maximum. Letters are to be sent home for delinquent accounts weekly.
18. Assist in counting monies for other cashiers if needed. Assist where needed
19. Keep area neat and organized.
- 20. Dish Room between lunch times and collect trays**
- 21. Roll Silver for special events and stuff bags**
- 22. Pull items for SB Meeting and banquets during the week**
- 23. Set up for special events if applicable - HS Leader to Train you throughout the year**
- 24. Set up for school board refreshments - to be trained as backup.**
25. Compile bank deposits
26. Keep **Organized** the special event items/ linens neat and tidy in the stock room – In charge of stock room near conference center
27. Work with leader to arrange tables for special events
28. Put away all special event equipment (with help of Prep Cook)

Duties of cashier include: Checking allergy alert for each transaction.

Terms of Employment:

Approximately 4.75 hours per day (Monday-Friday 9:45 AM–2:30 PM) / 5 days a week of the 183 student days of school Rate–\$12.61 per hour for the probationary period of 60 working days; followed by the regular rate of \$15.76 per hour after successful completion of the probationary period

Evaluation: The Food Service Director will evaluate performance of this job.

Note: This position stocks

- Coke station – order all supplies
- Coke syrup – orders boxes/cans
- Cold coffee station/supplies
- Orders /stocks dish supplies
- Stocks/order all bottle beverages (other than dairy items)