

Harlem Consolidated School District #122

Job Description
HHS/HMS
Food & Nutrition Services
Head Cashier

Supervisor: Director of Food &
Nutrition Services
Building Principal

FLSA Status:

Non-Exempt

Employee Group:

At-Will

Qualifications:

1. High School Diploma or equivalent
2. Basic mathematical and computer skills
3. Ability to relate positively to staff and students
4. Manual dexterity, stamina, ability to work with chemical cleaning agents, and strength to lift and carry objects weighing up to 50 lbs.
5. Food Handlers Certification

Terms of Employment:

- Nine (9) month contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Prepare or assist in the preparation of a variety of foods using standardized recipes and production records. Set up food on serving line and serve meals or meal components in compliance with USDA regulations.
2. Follow approved housekeeping and safety procedures to ensure that sanitary and safest conditions are met with regard to health department and USDA program regulations.
3. Follow prescribed procedures to protect the anonymity of students who qualify for free and reduced meals.
4. Store and handle food and supplies in accordance with instructions.
5. Maintain positive working relationships and demonstrate respect for students, staff and parents.
6. Willing to learn and operate computer software to record meals sold to customers.
7. Participate in routine cleaning and sanitizing kitchen equipment and supplies.

8. Assume responsibility for own professional growth and development; for keeping current with the literature and new research findings and best practices as they relate to your job assignment.
9. The Head Cashier will assign and rotate the cashier and line assistants through the cashing and serving positions within a kitchen if there is more than one Point of Sale. Responsibilities include but are not limited to the following tasks as assigned by the manager of the unit:
 - Processes students through the point of sale
 - Sets up the register w/the bank and all supplies needed
 - Reports any theft to manager or other authority
 - Sets up and replenishes snack racks, milk coolers, and/or beverage merchandisers throughout the service period
 - Straightens displays between service periods
 - Is assigned cleaning responsibilities on cleaning days just like other staff members
 - Assists with various inventory activities for food, supplies and equipment
 - Counts the cash drawers at the end of day, and completes all appropriate banking paper work such as the deposit ticket, coin slip, routing ticket, etc.
 - Addresses customers by name, and is courteous and pleasant at all times
 - Works cooperatively as a team member with the other kitchen staff
 - Performs food service functions, on a limited basis as assigned for the purpose of supporting cafeteria operations and service delivery
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.