

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Cook/Cashier</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	2
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	740
<b>Reports to:</b>	Elementary or Secondary Unit Manager

### **JOB SUMMARY**

Under the supervision of the unit manager, the cook/cashier prepares, serves and cleans up after meals. May also be assigned to assist with cashier or clerk responsibilities.

### **ESSENTIAL JOB FUNCTIONS**

- Prepares broad variety of foods. Weighs, cooks and portions meat. Prepares vegetables (weighs, cleans, peels, cooks).
- Sets up serving line. Keeps line stocked by distributing food to appropriate station. Reports plate count figure. Serves food.
- Records food temperatures.
- Portions out honey, BBQ sauce, honey butter, etc.
- Cleans up the line during, between and after meals. Cleans and sanitizes dishes at the end of the day. Sweeps and mops the kitchen.
- Helps record and maintain inventory.
- May be assigned to assist with cashiering: Takes point of service count for lunch. Reconciles point of service count with plate count. Sets up computers (turns on and updates) in preparation for meals. Receives pre-paid money, enters totals into computer; maintains cash drawer.
- Maintains cleanliness by washing hands and wearing and changing gloves.

### **MINIMUM REQUIREMENTS**

- High School diploma.
- Three (3) to six (6) months of experience preferred.
- Food handler's permit required after hiring.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and write and perform basic mathematical calculations.

- Knowledge of cooking/food preparation procedures.
- Ability to use small office equipment and computers.
- Ability to accept, receive and collect payment.
- Ability to maintain inventory and property.
- Ability to prepare purchase orders.

### **PHYSICAL DEMANDS**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*The Davis School District has the right to revise this position description at any time.*